



Life is precious

Supporting babies, children and young people with complex disabilities and life-limiting conditions in the North-east of Scotland

Application Pack

Grants & Trusts Funding Officer



A Charity Registered in Scotland SC042643
A Charitable Company Limited by Guarantee Registered in Scotland SC465466

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Life is precious

April 2021

Dear Applicant,

Grants & Trusts Funding Officer

Thank you for your interest in the above role.

Charlie House is a locally based children's charity which engages in activities and projects to support children with complex disabilities and life-limiting conditions, and their families, in North-east Scotland. During COVID, all of our services was provided virtually including regular live and on demand activities, support session, pre and post -bereavement sessions and gifted items to families to support them during shielding and isolation. We are very much looking forward to continuing to work and support the families face to face as restrictions start to ease. To allow us to do this, and to continue funding the Charlie House Community Nurse based at Aberdeen Royal Infirmary, we have to continue raising much needed funds.

One of our main sources of income is from Grants and Trusts and we are looking for an experienced and enthusiastic Grants & Trusts Funding Officer to cover a period of maternity leave, on a 12 month fixed term contract. This post is a key role in supporting the ongoing development of our very special charity by proactively securing funding from charitable trusts to support ongoing and future community services and our planned capital appeal.

We are looking for someone who is as passionate and enthusiastic as we are about helping these very special children live life to the full. If you feel that you can help us to deliver our goals, we look forward to receiving your application.

Kindest Regards,

Susan Crighton
Director of Fundraising
Charlie House



About Charlie House

Grampian Children's Respite Care was established in late 2010 to address the identified difficulties in accessing appropriate care and support for children and young people with complex needs, and their families, in the North-east of Scotland. The charity was launched officially in January 2013 after securing charity registration and the support of NHS Grampian and Social Care professionals in the area for our proposed projects.

In the very early days, we commissioned research into caring for a child with a disability. The Carers Report highlighted the difficulties of caring for a child with a disability and the impact on finance, relationships, health and well-being of the whole family. This report echoed many other studies conducted both in Scotland and across the UK by charities such as Carers UK and Shared Care Scotland. It is widely accepted that supporting carers with their caring role means that they can care better for longer and improve the well-being of the whole family.

Children with complex disabilities, and/or life-limiting conditions, more often than not, experience a degree of social exclusion as they are not able to take part in everyday activities that others their age can. They have limited opportunities for making friends, enjoying activities and having fun. The whole family becomes more socially isolated than most and are often dealing with stressful caring situations without access to appropriate support.

Our Purpose and Vision

The charity is known publicly as Charlie House; its purpose is to engage in activities and projects to support children with complex disabilities and life-limiting conditions, and their families, in North-east Scotland.

Our vision is that all children with life-limiting conditions in the North-East receive the necessary support they require from the very start of their life journey, including a smooth transition from hospital to home, receiving practical and emotional support for the whole family, enjoying activities, making memories and living life to the full.

Our mission is to improve life quality for children with life-limiting conditions and their families in North-East Scotland.

Future Plans

In the short term, our plans are to expand the Activities Club, establish further sibling and parent carer support groups and expand our community team. In the long term, we will be progressing our plans for a Specialist Support Centre in Aberdeen.

For more information on Charlie House visit our website www.charliehouse.org.uk, check out our Facebook page or follow us on Twitter @CharlieHouseHQ.



Role Profile

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| Position | Grants & Trusts Funding Officer |
| Type | Maternity Cover, Fixed Term Contract approx. 12 months |
| Hours | Full-time, 37.5 hours per week with some unsocial hours |
| Location | Aberdeen, Office-based |
| Reports to | Senior Grants & Trusts Funding Officer |
| Role purpose | To generate income by proactively securing funding from charitable trusts to support ongoing and future community services and our planned capital appeal. |
| Responsibilities | <p>Funding</p> <ul style="list-style-type: none"> To develop, deliver and monitor the trust funding strategy securing funds for our ongoing services Identify and research new funding opportunities Ensure that accurate and timely reports and updates are sent to all trusts and foundations meeting their guidelines at all times Develop and maintain new and existing relationships with all relevant funders Assist in the preparation of budgets within funding bids, working closely with the finance and services teams Assist the Senior Grants & Trusts Funding Officer and the Director of Fundraising in future planning and budget setting. Attend meetings, conferences and events pertinent to trusts, foundations and other relevant sources of funding. Support school groups taking part in the Youth Philanthropy Initiative as and when required Support the development and delivery of a Gifts in Wills / Gifts in Memory strategy Carry out talks and assist with other fundraising activities when required <p>General</p> <ul style="list-style-type: none"> Ensure that the Code of Fundraising Practice is followed at all times Ensure information is recorded and maintained in line with GDPR Ensure Health & Safety policies and procedures are followed at all times, including Risk Assessments Attending networking events representing Charlie House as required Ensure all procedures are up to date and followed Ensure that Sales Force is maintained and up to date |
| Key external contacts | <p>You will develop strong links with:</p> <ul style="list-style-type: none"> Trusts and Foundations |



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| Key internal contacts | You will work closely with the Senior Grants & Trusts Funding Officer, Director of Fundraising, Services Team, Finance Team, Senior Management Team and Board of Trustees and Ambassadors to deliver targets |
| Financial dimensions | Trust and Funding revenue for current and planned projects. You will be responsible for delivering specific financial target incomes annually as set out and agreed in the fundraising strategy to deliver the proposed current and planned project |
| Other considerations | You will be required to occasionally work out with normal office hours to attend meetings, events and give talks. You will also be required to travel frequently throughout the North-east although expenses are covered and time off in lieu is given where possible and/or appropriate |
| Holiday entitlement | 28 days annually plus 5 public holidays pro rata |



Person Specification

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| Desirable experience | <ul style="list-style-type: none"> • Experience of the preparation of funding applications for charitable trusts, foundations or businesses |
| Essential skills & abilities | <ul style="list-style-type: none"> • Outstanding written and verbal communication skills • An eye for detail • Good research and analysis skills • An understanding of budgets • Excellent collaborative and team skills • Strong time management skills with the ability to work flexibly when required • Able to work independently • Good computer skills and database knowledge including Excel and Word |
| Qualifications | <ul style="list-style-type: none"> • Degree in any subject (desirable) • An Institute of Fundraising certificate or diploma (desirable) • Full UK driving licence |



Application Procedure

How to apply

To apply for this post, please read the attached information, role and person specifications carefully. If you feel that your skills are suited to the needs of the role please email your CV, with two references and an informative covering letter to include a statement identifying any relevant skills, experience and abilities that match the specifications required to Kerry Campbell, HR Manager at kerry@charliehouse.org.uk

Closing Date & Interviews

The closing date for this post is **Thursday 20th May 2021**, with interviews scheduled to take place w/c 31st May 2021.

As part of the application process you are requested to prepare and submit with your CV and covering letter, a mock funding application to a trust as per the instructions included at the end of this document.

References

Please give the names and addresses of two people who can provide an assessment of your suitability for this post. **One should be your current or most recent employer.** References will not be taken up until the position is offered and accepted.

Work Permit

If you require a work permit to work in the UK please inform us in your covering letter.

Data Protection

All information provided will be kept in accordance with the requirements of the General Data Protection Regulations.



Mock Funding Application task

Please complete this short mock application to the fictional Sunshine Children’s Charitable Trust. You should base it on applying for funding towards the cost of the Charlie House Activities Programme, making use of information available to you via the Charlie House website and social media channels.

Please adhere to word count limits and return with your CV and covering letter.

Q1. Please describe Charlie House.

(150 words maximum)

Q2. What are the main activities and services delivered by Charlie House?

(250 words maximum)

Q3. Please tell us about the project you are asking us to fund.

(250 words maximum)

Q4. Who will benefit from the project and in what way?

(250 words maximum)

Q5. How have you identified a need for this project?

(250 words maximum)