**www.sufra-nwlondon.org.uk**

**Registered Charity No. 1151911**

**Grant Writer & Fund Researcher**

**Salary £25,000 – £28,000 per annum pro rata**

**Hours: 16 hours a week**

**Flexible working available**

**Contract: Permanent**

**Annual Leave: 25 days pro rata + statutory holidays**

**Responsible to: Operations & Fundraising Manager**

**Location: Stonebridge, London Borough of Brent**

**About Sufra NW London**

Sufra NW London is a Community Hub that provides a lifeline to people in crisis – including families living in extreme poverty and people who are vulnerable, homeless or socially isolated. We provide them with the food and support they need to survive, empower them to learn new skills and improve their wellbeing, and help them to find work and become financially stable.

Our core work focuses on providing emergency food aid through our Food Bank and Community Kitchen, but these are gateway services that enable our service users (we call them guests) to access a wider range of services and activities designed to address the root causes of poverty and homelessness. Our services include:

* **Food Bank:** Last year, we provided emergency food aid to around 3,000 people who cannot afford the basic cost of living. Access is strictly by referral from one of our 60 registered local referral agencies and access is typically limited to four food parcels a year.
* **Community Kitchen:** We serve a freshly cooked three-course vegetarian meal every Friday evening. Referrals are not required; the service is open to the community. Last year we served over 2,000 meals, mainly to people who are homeless, socially isolated, food bank users or those in debt or claiming benefits.
* **Welfare Advice Service:** Our Advice Worker helps people address the underlying problems that led them to our Food Bank – such as benefit disruptions, housing problems and other financial difficulties. The support we provide is ongoing and tailored to the needs of the individual – no matter how long it takes.
* **Food Academy:** An AQA accredited 6-week cookery course that teaches young people about nutrition and healthy eating as well as food preparation and kitchen skills. The course is designed to increase community cohesion, reduce social isolation and improve the health and wellbeing of the families we support.
* **Refugee Support:** Our Refugee Resettlement Programme helps newly arrived refugees and asylum seekers access the housing, healthcare, training and jobs they need to build a new life in the community. We offer cultural trips, access to ESOL classes, support groups, orientation classes and events to improve integration and independence.
* **Employment Training:** We regularly run programmes designed to empower the long-term unemployed to find work by gaining professional skills and experience. Our accredited courses also help with CV writing, work experience and finding work.
* **St. Raphael’s Edible Garden:** We’ve worked with local residents to turn an abandoned space on the estate into a Community Garden, where we offer horticulture courses and volunteering opportunities for local residents and people with additional mental/physical health needs. The space includes a teaching tipi, a wildlife pond, a chicken coop (with 20 egg-laying hens), an orchard and an abundance of raised beds for growing vegetables and fruit.

Each of these services is designed to lead vulnerable people on a personal journey from crisis to economic stability, social inclusion and active participation in the community. We rely heavily on our dedicated volunteers to ensure that we can deliver our services, and we work closely with faith groups, schools and voluntary sector organisations who provide a wide range of additional support.

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**Role Description**

We are recruiting a Grant Writer & Fund Researcher to lead on sourcing and pursuing potential funding opportunities, as well as writing and submitting grant applications alongside any supporting documentation. This role is primarily focused on raising funds from grant making bodies including trusts and foundations, corporations and other organisations.

The successful candidate will have excellent writing skills with a particular flair for writing persuasive bids, be a confident communicator and an organised self-starter, with 3 years’ experience in a fundraising role and a proven track record of securing high value, multiyear funds.

This is an immensely rewarding role working in a dynamic charity built on an ethos of sharing, hospitality, and inclusivity. We are looking for an exceptionally committed individual who is willing to go the extra mile and has flexibility to work to tight deadlines. Through your activities, you will be able to convey the charity’s passion and commitment to supporting vulnerable people and demonstrate the impact of our interventions in transforming the lives of beneficiaries.

Flexible working hours/days are available to fit around childcare or other needs, including some home working.

To apply for this role, please submit the following by email to [admin@sufra-nwlondon.org.uk](mailto:admin@sufra-nwlondon.org.uk):

1. A CV and a short Covering Letter that is no more than 2 pages long.
2. A completed Equal Opportunities Form, which can [be downloaded here](https://www.sufra-nwlondon.org.uk/wp-content/uploads/2018/10/equal-opportunities-form.doc).

**DEADLINE FOR APPLICATIONS: Friday 14th June 2021**

**Main Duties & Responsibilities**

You will:

* Scan the grant making landscape in order to identify potential funding sources
* Create and implement an effective grant writing calendar, aligned to the fundraising objectives
* Sift potential grants in order to identify which applications are most likely to succeed
* Work with the Operations & Fundraising Manager to approach funders, seeking to build interest in our work and to gauge our fit with their funding priorities
* Write and submit grant applications along with any additional required documentation
* Track submitted applications and liaise with grant managers as appropriate during the application process
* Review and disseminate all feedback from applications
* If you have time, then also identify and pursue other potential funding sources

**Person Specification**

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| **Competency** | **Specification** | **Essential** | **Desirable** |
| **Education** | Degree in any discipline | ✓ |  |
|  | GCSEs in English & Mathematics at A\*-C | ✓ |  |
|  | Fundraising qualification |  | ✓ |
| **Experience** | Minimum 3 years bid writing | ✓ |  |
|  | Fundraising | ✓ |  |
|  | Writing successful high value, multiyear bids | ✓ |  |
|  | Research | ✓ |  |
|  | Building donor relationships | ✓ |  |
| **Skills & Abilities** | Excellent written and oral communication skills | ✓ |  |
|  | Excellent analytical and research skills | ✓ |  |
|  | Self-motivated and highly organised | ✓ |  |
|  | Ability to work with others professionally | ✓ |  |
| **Attitude** | Honest and trustworthy | ✓ |  |
|  | Positive, friendly, and hard-working | ✓ |  |
|  | Commitment to the values of Sufra NW London | ✓ |  |