

Job Description



Job Title:	Business Development Officer
Location:	Groundwork Offices, Wrexham
Responsible to:	Head of Business Development
Number of hours per week:	Full or part time, hours to suit (minimum 21 hours per week)
Salary:	£30,000 per annum full time (part time pro rata)

Purpose of the job

The primary purpose of this role is to generate income by identifying funding opportunities including grants, trusts and tenders, and developing and submitting high-quality funding applications which support the organisation's strategic objectives for People, Places and Planet.

The postholder will manage the application process for a portfolio of funding opportunities, working collaboratively with colleagues across the organisation to develop and submit well-written proposals, maintain supporting evidence and records, and support the successful delivery of funded projects.

Summary of Main Responsibilities

- Directed by the Head of Business Development, work with teams across the organisation to produce well-written, high quality, compelling funding applications that align with organisational priorities.
- Gather all supporting documentation required to be submitted with bids.
- Be aware of and actively seek funding opportunities for the group, including grants, trusts and tenders, ensuring that all opportunities are recorded, summarised for and disseminated to managers, and followed up and acted upon.
- Ensure effective management of the application process and take responsibility for your portfolio of applications so as to meet the necessary deadlines.
- Contribute to maintaining an active and comprehensive bid register detailing the status of all funding applications and opportunities (grants and tenders).
- Contribute to business development meetings and support with internal reporting.
- Support project teams in the preparation and submission of monitoring reports, evaluation reports and claims required by funders.
- Support successfully funded projects by ensuring project teams and the marketing team are aware of funder acknowledgement requirements.

- Support tendering processes through completion of routine information and supporting narrative where appropriate, and supporting with submission as directed.
- Develop and maintain effective relationships with grant funders, trusts, foundations and other funding bodies to maximise future funding opportunities.
- Support the development of the organisation's reputation through actively seeking and drafting applications to awards that can showcase the organisation as a whole, as well as its activities, staff and volunteers.
- Support with drafting content for press releases and websites following successful project funding applications.
- Work with project teams to gather and record evidence of project impact on beneficiaries, including surveys, case studies and other methods as required, to support future bids.
- Contribute to a library of statistics, reports and other published evidence materials relevant to our work to be used as supporting evidence for bids.
- Attend relevant networking events, workshops and funding fairs.
- Ensure compliance with the organisation's Health & Safety Policy and other established policies and procedures.
- Any other reasonable duties as may be requested by your line manager.
- This list is not an exhaustive list of duties as the role may change from time to time to meet the requirements and objectives of the team.

Person Specification

	Essential	Desirable
Knowledge & Experience	• Proven track record of researching, developing and securing grant funding from trusts, foundations, statutory sources, or lottery funders. • Excellent IT, numeracy and literacy skills. • Strong research skills, with the ability to identify and evaluate funding opportunities and gather supporting information. • Understanding of the charitable sector. • Experience of preparing financial information for funding applications. • Good numerical skills and attention to detail when preparing funder budgets. • Experience of developing and maintaining positive relationships with funders and stakeholders.	• Experience with heritage, environmental and community focused funders such as National Lottery Heritage Fund/Community Fund, Landfill Communities Scheme • Understanding of tendering processes • Experience of fundraising in the environmental, community or heritage sectors
People	• Commitment to equity and diversity. • Collaborative mindset, with the	

	ability to work effectively as part of a team and build relationships internally and externally. • Ability to gather, analyse and synthesise information from multiple team members to develop compelling funding applications.	
Judgement & Initiative	• Ability to work individually and as part of a team. • High level of initiative and commitment to seeing a task through to the end. • Ability to engage colleagues in developing funding proposals and gathering information. • Confident, enthusiastic and self-motivated. • Ability to plan and prioritise workload effectively to work efficiently under multiple deadlines. • Excellent organisational skills.	
Communication	• Inspiring and persuasive writer, with the ability to tailor messaging to different audiences and effectively convey the impact and value of our work. • Excellent written communication skills, including excellent spelling, grammar, proofreading and editing abilities. • Ability to work with individuals at a variety of levels, internally and externally and in a range of organisations. • Ability to represent the organisation professionally to external contacts.	• Ability to communicate through the medium of Welsh. • Ability to build partnerships, demonstrate good networking skills.
Resources	• Exceptional attention to detail and ability to produce accurate and compliant funding applications. • Ability to keep accurate records. • Understanding of full cost recovery.	

Confidentiality	• Understanding of the importance of confidentiality. • Ability to maintain confidentiality as required.	
Other	• Ability to demonstrate the qualities required to fulfil the GWNW group's values and behaviours. • Ability to travel as required throughout the region. • Appreciation and understanding of Welsh heritage, environment and culture.	