



JOB DESCRIPTION

JOB TITLE: Funding & Quality Manager

LOCATION: The Bradbury Centre, Stockton Road, Sunderland

RESPONSIBLE TO: The Director

1. Purpose of the post

To be responsible for seeking and attaining funding streams and revenue to grow the Charity's income, supporting the sustainment and development of charitable services in line with quality requirements for people aged 50+ across the City of Sunderland.

To undertake necessary tasks required for the attainment and sustainment of organisational quality marks.

2. Duties and Responsibilities

- Development and implementation of new business opportunities including financially viable service development which meets the unmet needs of older people in Sunderland.
- Be responsible for writing and developing a range of fundraising plans, proposals and materials.
- Prepare high quality funding tenders/bids and project managing processes
- To sustain and develop Age UK Sunderland charged for service delivery to ensure expansion of delivery.
- Support ongoing review of organisational competitiveness and identify areas of improvement
- Identify and develop strategies to maximise unrestricted income including the development and implementation of a corporate donor action plan
- Work collaboratively with staff, volunteers and external partner organisations to maximise joint fundraising opportunities and raise public awareness.
- Manage an on-going programme of activity to secure new income.

- Monitor various fundraising streams and potential new projects and ensure they are properly researched and developed into funding applications.
- Monitor project funding and ensure timely actions are taken to replace/sustain funding when required.
- Ensure compliance with all funding monitoring, including report writing and feedback as required by individual funders.
- Manage and seek to maximise the voluntary income of the charity, including all web-based resources including Local Giving and Virgin Money Giving.
- Plan, develop and action a long-term legacy and donation strategy.
- Provide national and local research and statistics in relation to older people's issues.
- Support the Director in the development, delivery and monitoring of the fundraising and development strategy.
- Undertake market scoping ensuring that potential new business opportunities are identified, implemented and evaluated
- To undertake the role of Responsible Person within Age UK Sunderland's Safeguarding procedure.
- The post holder will also have organisational responsibility for Quality standards and Health & Safety (CHAS) Accreditations
- To abide by and implement all policies and procedures of Age UK Sunderland, including being aware of and responsible, corporately and as an individual, for Health and Safety policy.
- Collective responsibility as a member of the Senior Management Team for the development and achievement of the agreed Strategic Plan for the organisation.
- To undertake all reasonable tasks, in keeping with the level of responsibility of the post, as requested by the Director.

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>At least 3 years management/bid writing experience.</p> <p>Experience of designing and implementing financially viable services and developments.</p> <p>Proven experience of development and implementation of service outcome evaluation.</p> <p>Proven experience of designing, developing and completing tenders and grant applications for public sector contracts and Trusts.</p> <p>Sound understanding of business models to improve income generation of charged for service delivery.</p> <p>Sound understanding of public sector commissioning and procurement processes.</p> <p>Proven competency of increasing business margins.</p> <p>Experience in voluntary sector and health & social care.</p> <p>Experience of developing services and working in partnership with other organisations.</p> <p>Experience of direct management of services/staff, including, planning workloads, allocation of resources and supervision.</p> <p>Ability to ensure implementation of, compliance with and development of</p>	

	<p>systems to manage information effectively</p> <p>Sound understanding and experience of organisational quality marks (e.g. ISO 9001)</p> <p>Understanding of Health & Safety accreditations (CHAS)</p> <p>Sound understanding of GDPR principles.</p> <p>Good understanding of the Fundraising code of practice</p> <p>Good understanding of Adults Safeguarding process.</p>	
<p>SKILLS / ATTRIBUTES</p>	<p>High level of self-motivation and ability to work to deadlines.</p> <p>Strong workload planning and prioritising abilities</p> <p>Excellent written and verbal communication skills</p> <p>Excellent analytical, communication and interpersonal skills</p> <p>High level experience of writing funding applications/tenders.</p> <p>Ability to implement/grow business models to sustain and expand service delivery</p> <p>Professional and methodical approach to work</p> <p>Positive and flexible attitude with a 'can do' approach</p> <p>Innovation and drive for service</p>	

	<p>improvement and development</p> <p>Prepared to be 'hands on' if necessary</p> <p>Proven ability to provide management, leadership, inspiration, motivation and support to staff/volunteers to deliver effective services</p> <p>Understanding of the implications of working within a charity and a voluntary organisation</p>	
KNOWLEDGE & OTHER	<p>Up to date knowledge of legislation and policy relating to older people</p> <p>Sound understanding of fundraising policy</p> <p>Understanding of the health and social context, including the personalisation of services and budgets</p>	
QUALIFICATIONS	<p>Educated to degree level.</p>	