

Statutory Funding and Reporting Manager

Context

Throughout our 25 year history, Christians Against Poverty has been a movement of the local church supported and financed primarily by individuals. We are now looking to increase funding from statutory bodies to help us grow and improve our debt help service having received our first funding through the Money & Pensions Service (MaPS) in 2020. Statutory funding will be an important part of our income mix, though it remains our desire to be primarily funded through our supporters and our wider movement.

Purpose

This role needs to be embedded within both our Debt Operations and Fundraising & Marketing directorates and highly connected across the wider charity. It holds responsibility for ensuring the CAP is accurately reporting to statutory funders about the programmes they have funded, whilst also proactively engaging with new opportunities for statutory funding of our debt help service.

Passion

We are passionate about providing an excellent service to our clients and ensuring our service is well funded in order that we can do this.

Personality

We are driven, passionate, strategic, fun, adaptable, visionary and professional. We put a high value on building excellent relationships both internally and externally.

Role:

Accountabilities:

- Proactively seek new funding opportunities from statutory bodies for our debt help service. In particular from the Money and Pensions Service (MaPS).
- Ensure excellent reporting against funded outcomes required for statutory funding.
- Maintain and develop key external relationships relating to grants received.
- Coordinate cross-organisational teams to ensure decisions are made and information gathered to hit funding and reporting deadlines.
- Write excellent funding applications to statutory bodies.
- Develop and maintain an excellent knowledge of CAP's debt help service and the debt advice industry in the UK.
- Develop an excellent level of cross-organisational awareness and how the competing priorities of different teams interact.
- Advocate for statutory funding within the leadership of our Debt Help service.
- Ensure good communication with wider fundraising teams and develop a good understanding of what is already funded or available to fund.

Job Profile:

- Be aware of the broader implications of successful funding and communicate this to key stakeholders.

Measurable Outputs:

- Deliver annual income targets for statutory funding.
- Submit accurate reports to funders in time for deadlines given.
- Meet deadlines for all applications.
- Keep relevant service level agreements (SLAs) for responses to key stakeholders.

Culture:

- Clearly live out and embrace the cultural values of CAP.
- Clearly demonstrate a heart and passion for the charity.
- Sincere acceptance, understanding and practice of the Christian ethos and purpose of the Charity.

Other Responsibilities Include:

- Being willing to pray with staff and be fully engaged with our Christ centered culture.
- To encourage friends, family and other contacts to support the charity through the Life Changer program, and other fundraising initiatives.
- Attendance at annual CAP staff conferences .
- Complete all compulsory CAP training within given timescales.

The above job profile is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

Person:

Education:

Essential

- A level in English or equivalent

Desirable

- Qualification in Trust and Foundation fundraising

Experience:

Essential

- Institutional or trusts & grants fundraising experience
- Experience of creative and/or persuasive writing

Job Profile:

- Experience of building excellent relationships with internal and external stakeholders
- Experience of writing funding applications and reports

Desirable

- Experience of data analysis and reporting
- Knowledge and understanding of debt advice sector

Skills/Abilities:

- Excellent communication at all levels with particular skill in persuasive written and verbal communication
- Excellent at building relationships externally and internally
- Ability to grow a good cross-organisational awareness and a big picture view
- Driven to deliver results
- Ability to influence and negotiate with key stakeholders
- Excellent command of English grammar and spelling
- Good understanding of budgets and statistics
- Ability to manage multiple projects and meet deadlines
- Ability to prioritise time, tasks and attention effectively
- Resilient under the pressure of competing demands and tight deadlines
- Passionate about CAP's vision and mission
- Ability to work independently on tasks given
- Good IT competency, particularly use of Google Sheets/Excel and databases

Christian Commitment:

- The candidate must be able to give both verbal assent to and practical demonstration of Christians Against Poverty's Statement of Faith and Core Values
- Must be able to actively participate in prayer and worship, whether individual, small group or corporately, as an expression of their own personal faith and in line with CAP's Statement of Faith.

All adults working in, or on behalf of CAP have a responsibility to safeguard and promote the welfare of children and adults. This includes: A responsibility to ensure a safe environment in which CAP Services can be delivered. Identify children and adults where there may be safeguarding concerns and to follow the CAP Safeguarding Policy in addressing any concerns appropriately.

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