



Job Profile	Awards for All Grants Officer
Department/Parish	Fundraising
Reporting to	Parish and Digital Fundraising Manager
Cost Centre	131
Location / Address	Vaughan House, 46 Francis St, London SW1P 1QN
Management of	n/a
Contract type	Permanent
Hours	35 hours per week (9am-5pm, Monday to Friday, with 1-hour lunch break)
Salary	£36,000 per annum
Job reference number	744-131

Job Purpose:

Are you ready to take on a role that makes a real difference in communities? Join us as our Awards for All Officer and play a key part in helping parishes access vital grant funding through the National Lottery Awards for All scheme!

You will lead to process, from start to finish, in managing and guiding parishes through the application process for this generous grant, which offers up to £20,000 for projects that bring people together, improve community spaces, support individuals in need, or tackle the challenges posed by the cost-of-living crisis.

As the person responsible for the Awards for All Programme across the Diocese, you'll have the chance to shape the future of local projects by managing the entire administration of this program. From supporting parishes with bid writing, proactively recruiting them to apply for grants, to building strong relationships with parishes, Priests, and key stakeholders—this is a hands-on role that demands energy and enthusiasm!

Your work will be essential in helping parishes successfully access this vital funding, building stronger communities, and empowering people to reach their full potential. You'll even have the opportunity to visit parishes regularly, and will be in regular communication with them to ensure parish engagement with this grant funding programme.

If you're passionate about making a lasting impact and want to be part of something truly meaningful, apply today and help shape the future of community-driven projects!

Principle Duties and Responsibilities:

1. Lead Awards for All Grant application process:

From start to finish, be responsible for managing and growing income and driving forward applications for Awards for All grant funding

2. Administration:

Be responsible for day-to-day administration of Awards for All, responding to queries, providing information on grants and funding opportunities, maintaining current and accurate funding data, and preparing key documents such as supporting parishes with writing bids.

3. Funding Opportunities:

Support the preparation and distribution of information about funding opportunities to parishes and actively contact parishes to build and pipeline of prospective applicants for grants. Act as a key contact for parishes with queries relating to this funding stream.

- 4. Application Preparation:**
Provide support in preparing and submitting high-quality funding applications, ensuring they are compelling and complete.
 - 5. Monitoring and Evaluation:**
Contribute to monitoring and evaluating fundraising activities against annual objectives. Report on internal Key Performance Indicators (KPIs) and monitoring returns to funders.
 - 6. Relationship Management:**
Assist in developing and maintaining long-term relationships with parishes, colleagues, and key funders through research, cultivation, and effective communication.
 - 7. Capacity Building:**
Contribute to improving grants fundraising systems and understanding among service managers, parish staff, and senior colleagues.
 - 8. Database Accuracy:**
Ensure accurate recording of all fundraising activities and supporter interactions in the fundraising CRM database (Donorfy).
 - 9. Case for Support:**
Collaborate in developing strong cases for support and packaging the Diocese's work to engage funders.
 - 10. Diverse Fundraising Assistance:**
Provide support for supporter care, parish giving, individual giving, and major donor fundraising activities as required.
 - 11. Other Duties:**
Undertake additional duties as assigned by the Parish and Digital Fundraising Manager or Director of Development.
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Our Diocese Values

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person centered and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance & Love.**

Competence

We strive to achieve total competence in all that we do – as an employer and as the administrative support function to our parishes, agencies and schools we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

Reliability

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

Honesty

We will act with integrity, truthfulness and straightforwardness at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake

and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

Perseverance

We shall always demonstrate a steady persistence in every course of action – we will be tenacious disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

Love

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion – we will value each other and celebrate colleague’s success; we will support, provide care and compassion for those who need it and be relied upon to be competent, reliable & honest.

Person Specification

This section outlines the things you will need to be able to demonstrate to be successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

Skills/Competence Requirements	Essential/Desirable
Strong presentation and communications skills with the confidence to deal with a range of stakeholders, senior staff and trustees.	Essential
Proven ability to form good working relationships and to motivate and coordinate colleagues across the organisation.	Essential
Proficiency in Microsoft Office suite – Word, Excel, PowerPoint, Outlook.	Essential
Proven ability to prepare and maintain reports on projects including Key Performance Indicators and income and expenditure budget.	Essential
Ability to work well under pressure and manage multiple concurrent projects and deadlines.	Essential
Experience in developing and implementing trusts and foundations or corporate fundraising strategies.	Desirable
Demonstrable track record of raising funds from various sources, including face-to-face solicitations.	Desirable
Experience in community or service user consultation and use of CRM databases.	Desirable
Line management experience and familiarity with parish settings.	Desirable
Experience leading project visits for donors.	Desirable
Experience	
Strong bid-writing, presentation, and communication skills.	Essential
Ability to form good working relationships, motivate colleagues, and prioritize tasks.	Essential
Organizational skills, ability to work to deadlines, and work on own initiative.	Essential
Ability to prepare, maintain, and report on income and expenditure budgets.	Essential
Knowledge of and appreciation for the Catholic Church and its teachings.	Desirable
Ability to travel to parishes, attend meetings and events.	Essential
Qualifications	
Educated to degree level and/or with equivalent work experience.	Essential

