



# ParentingNI

**Candidate Information Pack**

**For the position of**

**Grants and Fundraising Officer**

Completed Application Forms must be returned to  
Parenting NI by 12.00noon on Wednesday 24<sup>th</sup> May 2023

Interviews will take place w/c 29<sup>th</sup> May 2023



Registered with  
**FUNDRAISING  
REGULATOR**



## Foreword from the CEO

Dear Applicant

Thank you for your interest in the post of Grants and Fundraising Officer at Parenting NI. As a result of an internal review Parenting NI has created a number of key opportunities to join the team. It is an exciting time for the charity as we continue to develop new services and resources which build on our success to date. We are looking for an enthusiastic and organised individual to join our highly professional team.

Parenting NI has developed a range of highly professional and unique services which are delivered to groups of parents and practitioners in addition to more specialist individual support. We are ambitious to continue to grow and develop these services further and a key element to this is the work of the Grants and Fundraising Officer who will work to generate income, enabling the charity to deliver a range of supports and services for parents and families. The role will involve maximizing income from charitable trusts, foundations, statutory and other sources by producing compelling applications, proposals, mailings and feedback reports.

If you share our passion to improve the outcomes for our children and young people through supporting their parents all across Northern Ireland, we welcome you to apply for this position.

Yours sincerely



Charlene Brooks  
CEO

## PARENTING NI BACKGROUND

Parenting NI has been supporting parents across Northern Ireland since 1979, helping them to thrive and improve outcomes for children and young people. As the leading parenting support charity our focus is on prevention and early intervention to improve outcomes for children and young people by supporting their parents. Parenting NI works in partnership with statutory, voluntary and community groups to ensure that parents are able to access the range of support they need to optimise the outcomes for their children. By working collaboratively, organisations can co-ordinate their expertise and deliver services efficiently, thereby improving the chances of better outcomes for children, young people and families. Parenting NI provides a wide range of user-informed services. We greatly value the feedback and input of parents in all of the services that we provide. As parenting changes, it is essential that the support offered to parents adapts to new challenges and that Parenting NI remains at the forefront of evidence based and evidence informed parenting support practices. Parents are both our clients, and our most important stakeholders. While we value the fantastic relationships we have built with government departments, other charitable organisations and civil society, it is essential that our forward direction is determined by what parents want.

## TOTAL REWARD STATEMENT

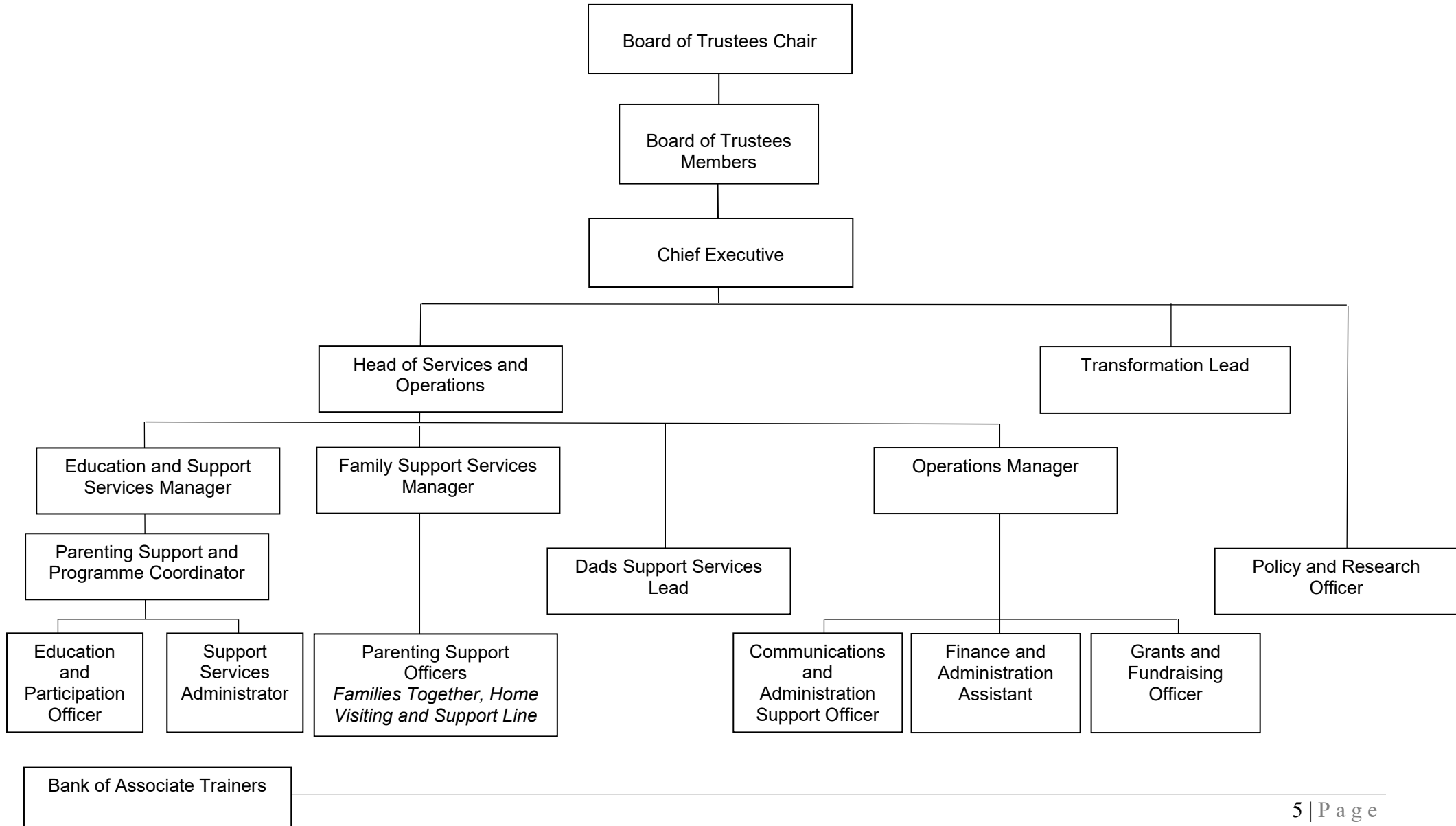
Parenting NI are committed to valuing our fantastic staff – ensuring that they continue to develop and feel fulfilled. By doing so, we can ensure that we provide support that is timely and effective, as well as retaining talented individuals who are dedicated to improving outcomes for children and parents alike.

Parenting NI values our employees and provides an enhanced package of employee wellbeing support which includes:

- Sector competitive salaries
- Enhanced paid annual leave
- Clear policies and procedures
- Mileage allowance at the HMRC rate
- Salary sacrifice for pension, childcare and charitable giving
- 4% contributory pension scheme
- Enhanced sick, maternity, paternity and adoption pay
- Annual increments to top of scale and cost of living increase (pending Board approval)
- Time Off in Lieu in compensation of additional hours worked
- Structured Annual Performance Reviews
- Occupational Health
- Individual support through regular supervision
- Team building and staff team days
- Comprehensive induction programme
- Organisation wide training and development opportunities
- External training and development opportunities linked to role, strategic plan, individual requests and competencies
- Membership of role related organisations
- Celebration of Individual and Team success
- Kingsbridge Private Hospital Diamond Club member

In addition, Parenting NI has its own Employee Wellbeing representative, which is facilitated by a staff member for the benefit of the wider team. The representative organises staff wellbeing talks and activities as well as promote ideas for a healthy team.

## ORGANISATION CHART



## JOB DESCRIPTION

<b>Job Title</b>	Grants and Fundraising Officer
<b>Reporting to</b>	Operations Manager
<b>Responsible to</b>	The Board of Trustees through the Head of Services and Operations
<b>Location</b>	Hybrid – Between home and our Belfast Head Office – Parenting NI, First Floor, Unit 3, Hawthorn Office Park, 39a Stockman’s Way, Belfast, BT9 7ET
<b>Hours</b>	16-20 hours per week (work pattern negotiable)
<b>Salary</b>	£14,778.40 per annum based on 20 hours per week, NJC Scale 6 scp 18, (£27,344 FTE),
<b>Pension</b>	4% Employer contribution
<b>Holiday</b>	19 flexible days per annum plus 22 fixed days when the office is closed which includes statutory and customary holidays (pro rata)
<b>Duration</b>	Permanent contract subject to funding (6-month probation)

### **Job Purpose:**

As Grants and Fundraising Officer you will work to generate income for Parenting NI, enabling the charity to deliver a range of supports and services for parents and families. Your role will involve maximising income from charitable trusts, foundations, statutory and other sources by producing compelling applications, proposals, mailings and feedback reports.

### **Main Tasks:**

- Source, co-ordinate and complete funding applications and tenders for the

organisation, developing tailored proposals accurately reflecting both funder criteria and Parenting NI's funding priorities

- Meet regularly with Parenting NI's leadership team to stay abreast of trends and issues and discuss ideas for potential bids
- Maintain accurate records of applications made and donations received including recording dates of submission and responses received
- Regularly check E-Tenders for potential funding
- Ensuring all letters of offer for successful funding applications are received and filed as per internal processes and that acceptance correspondence is returned to the funder in a timely manner
- Record and track allocation of funding received against relevant departments/overheads
- Support the completion and return of quarterly monitoring as and when required
- Develop and maintain Parenting NI's portfolio of funders and contacts
- Production of reports as and when required
- Contribute to the development of new ideas for income generation
- Attend networking/discussion events in relation to current funded projects and potential funding applications
- Support Parenting NI with other relevant fundraising activities including events

**Working Arrangements:**

The post holder will be required to be flexible in order to meet the demands of the role.

## PERSONNEL SPECIFICATION GRANTS AND FUNDRAISING OFFICER

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualification</b>	<ul style="list-style-type: none"> <li>Level 2 qualifications – at least 3 GCSEs grades A* - C or equivalent including English Language and Maths</li> </ul>	<ul style="list-style-type: none"> <li>Fundraising qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>At least 2 years' experience in a similar role producing high quality and compelling funding applications</li> <li>Experience in compiling and collating high quality reports in a range of formats</li> </ul>	<ul style="list-style-type: none"> <li>Experience of using promotional methods to support fundraising activities</li> <li>Experience in fundraising event delivery</li> </ul>
<b>Abilities</b>	<ul style="list-style-type: none"> <li>Highly proficient in the use of Microsoft Office Professional software</li> <li>Effective communication and presentation skills, both written and oral</li> <li>Effective organisational skills</li> <li>Excellent record keeping</li> <li>Ability to work flexibly</li> <li>Ability to accurately relay information to colleagues and management</li> <li>Strong attention to detail</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Good working knowledge of fundraising best practice and relevant legislation such as GDPR</li> </ul>	



	<ul style="list-style-type: none"> <li>• Understanding of the fundraising environment and the impacts of these on the potential success of funding applications and tenders</li> <li>• Knowledge of the importance of working as part of a team</li> </ul>	
<b>Qualities</b>	<ul style="list-style-type: none"> <li>• Positive, friendly and enthusiastic attitude</li> <li>• Innovative, dynamic, energetic and solution focused</li> <li>• Relationship builder</li> <li>• Professional and self-motivator</li> <li>• Ability to maintain strict confidentiality and committed to the values of Parenting NI</li> <li>• Eligibility to work in the UK</li> </ul>	

The organisation reserves the right to enhance the criteria for shortlisting.