African Rainbow Family

GRANTS, FUNDRAISING & MONITORING OFFICER

Position Details

Position:	Grants and Monitoring Officer
Salary:	**£29,000 - £32,000 per annum**
Hours:	**Full Time: 37.5 / week**, 9:00am – 5:00pm
Annual Leave:	**28 days** annual leave including Bank Holidays.
Appointment:	**1 year fixed term** contract with possibility of extension depending on funding availability.
Pension:	Generous NEST pension scheme
Reporting to:	Programmes Manager
Location:	A mix of working at home and/or the office is desirable. Open to flexible working arrangements from anywhere in the UK **with some travel to our centres, including to partner meetings. This is a position which may include some evening and weekend work for deadlines, meetings and events. You'll be entitled to Time Off in Lieu (TOIL).**
Closing Date:	**Ongoing**
Interview Date:	**As soon as a suitable interview pool is reached**

Job Description

Post Summary

African Rainbow Family is looking for a Full Time Grants, Fundraising and Monitoring Officer working 5 days a week, to join our small but dynamic team. The post holder will lead on building our Income Generation Strategies. Including bid writing, corporate giving, income diversification, grant income from trusts, foundations and relevant pots of funding, using their strong fundraising, campaigning and communication skills to

ensure that our team have the resources they need to make a difference in the lives of LGBTIQ+ refugees and people seeking asylum.

You need to be able to operate strategically – you should be able to turn an idea into a project plan or see an opportunity and be able to develop a project around it. This is much more than grant or bid writing. The person moving into this role must be able to be involved at a level that a traditional fund-raising role in an established charity wouldn't provide. You must have the potential to work flexibly, be part of a small team and be able to communicate African Rainbow Family's mission to different audiences.

You will join a friendly team and working with our Media, Relationship and Communications Officer, Finance Officer, Refugee Advocacy and Campaign Manager, Programmes Manager and other relevant staff team.

The core of this role:

- Work with our team, in particular, Media, Relationship and Communications Officer, Charity Finance Officer, Programmes Manager, Advocacy and Campaigns Manager, Mental Health and Wellbeing Officer, Advocacy and Integration Officer and Chief Executive Officer to identify funding priorities.
- Build relationships with new and existing funders.
- Deliver on our Income Generation Strategies.
- Successful bid writing.
- Increase corporate giving.
- Write and coordinate funding applications.
- Income diversification
- Ensure grants are managed effectively in accordance to terms and conditions
- Reporting and monitoring to funders is carried out promptly.
- African Rainbow Family's marketing and profile building
- African Rainbow Family's effective communication work
- Building and maintaining an active supporter base for African Rainbow Family
- Campaigning
- Social media and website
- You need to be able to operate strategically – you should be able to turn an idea into a project plan or see an opportunity and be able to develop a project around it.

We are open to people with transferable skills such as communications, marketing, media and campaigning as well as fundraising.

The effects of Covid-19 and Cost of Living Crisis worldwide, especially on people seeking asylum with no recourse to public funding (NRPF) and/or not allowed to work have meant that African Rainbow Family ensures that our beneficiaries are kept safe and seek for more funding to achieve this. The demand on our services is very high as a result of the hostile environment and calls for more streams of funding. The post holder will seize this momentum and build new and long lasting relationships with funders. The post holder will work closely with Senior Management Team (SMT) to help build our small but promising grant portfolio into a stable income stream from multiple sources. You will have strong storytelling skills and translating such into convincing results, administration skills, be organised, proactive, confident, and have a track record of securing grants. If this sounds like a challenge you would relish, we want to hear from you.

Get to know us...

African Rainbow Family (ARF) is the Leading UK Based Expert-by-Lived-Experience Grassroots Charity (Reg. No: 1185902), campaigning and advocating for racial justice and human rights of LGBTIQ+ refugees and people seeking asylum of African heritage & the Global Majority. We are accredited by the Immigration Advice Authority (IAA) to provide expert by experience led immigration and asylum advice services (Reg. No: N202536925). We provide peer support, psychotherapeutic support, advice, moving-on, integration, information and counselling.

We provide peer support, psychotherapeutic support, advocacy, immigration advice, integration advice, information, employability advice and counselling.

ARF was established in 2014 by a lesbian in the wake of some Commonwealth countries in Africa's toxic and draconian anti-gay laws; persecutions and environment which seek to criminalise LGBTIQ+ people for the preference of whom they choose to love. ARF provides:

- Support For LGBTIQ+ Refugees and People Seeking Asylum
- Support communities who face constant harassment, hate crimes and discrimination heaped on them by an ignorant society because of their sexuality or sexual preferences and or gender identity.
- Campaigning For Global LGBTIQ+ Equality.
- Immigration Advice Services

Our registered office is in Manchester with 4 centres in Leeds, Birmingham, London and Swansea. A mix of working at home and the office is likely in this post for the foreseeable future. A need for commitment for time in the office when necessary is required. This can be arranged. **We therefore welcome applicants from across the UK.**

Benefits include:

• 28 days annual leave including Bank Holidays.	• Generous pension scheme.
• Equipment to support your work.	• Salary review.
• Development and growth opportunities.	• Paid 2 duvet days a year.

• Paid staff day off on their birthday.	• Friendly supportive team.
• Free parking at our office.	• Employee reward scheme
• Employee Assistant Programme - wellbeing support.	• Paid sick leave after 6 months.
• Flexibility around other commitments for part-time staff.	• Cost of living crisis support.
• We are an accredited Living Wage Employer.	

Attachments

- Job description and person specifications
- Application and equal opportunity forms
- Policy on the Recruitment of Ex-Offenders

HOW TO APPLY: Please read the job description and person specification. Email your completed application form and optional monitoring form to info@africanrainbowfamily.org. For more information on this role or for an informal discussion please contact Aderonke Apata, Founder and CEO: **0333 335 6326**. If you know of someone who might be interested in this vacancy, please ask them to get in touch.

The successful applicant will be required to undergo a basic DBS check and to disclose all non-protected criminal records at the point of conditional job offer.

Interviews will be held in person: As soon as suitable applications are received.

We are sorry that we are unable to provide feedback to unsuccessful candidates.

Job Description

- Work with our team and Media, Relationship and Communications Officer, Charity Finance Officer, Refugee Advocacy and Campaign Manager, Programmes Manager and Chief Executive Officer to identify funding priorities.
- Identify the key strengths and selling points of African Rainbow Family's work.
- Work with colleagues to identify and agree key funding priorities.
- Implement and deliver on our Income Generation Strategies
- Development of a grants & fundraising approach to resource the work of African Rainbow Family. (Income diversification, Corporate giving etc)
- Lead on researching funders that might support African Rainbow Family.
- Assist with budgets and financial projections.
- Coordinate and write high quality applications for funds.
- Coordinate the bid writing process for grant applications.
- Lead on, and write successful grant applications.
- Provide periodic updates on fundraising results.
- Review and manage proposals and budgets for new projects.

- Build relationships with new and existing funders.
- Identify key decision makers in grant making bodies and ensure they are aware of our work.
- Communicate regularly with funders to ensure that they are aware of our successes.
- Work with potential major donors.
- Work with senior staff to draft donor narrative and financial reports.
- Lead on donor communications and ensure the team delivers this effectively.

Reporting & Monitoring

- Provide monthly monitoring and reporting on grant income in order to review and monitor budget targets.
- Ensure funds are spent appropriately and in a timely manner.
- Ensure grant reporting and monitoring satisfies funder needs.
- Maintain and manage fundraising records.
- Draft organisational reports to a high quality, in a timely manner.
- Work closely with all stakeholders to obtain case studies, as well as record and monitor results against agreed outcomes.
- Ensure project milestones and plans are delivered in a timely manner.
- Develop work plans, timetables and deadlines to achieve deliverables.
- Review all project information to be included in donor reports.
- Occasionally lead donor-facing meetings to provide project updates.

General

- Participate actively in regular team meetings.
- Support the Team in delivery of their work.
- Provide data for quarterly reports to the Boards.
- Participate in organisational activities and events.
- Any other tasks required to ensure the smooth running of African Rainbow Family.

Person Specification

Essential

- Experience of writing successful large grant applications
- Fundraising experience with grants and Charity
- Track record of achieving financial targets and budget management
- Experience of growing relationships with funders
- Ability to identify strengths, listen to Charity's priorities, and create funding priorities.
- Experience of writing monitoring and evaluation end-of-grants reports to funders.

- Ability to prioritise competing priorities, work to tight deadlines and remain calm under pressure.
- Experience of successful bid writing
- Experience of diverse income generation streams
- Experience of growing wider small and/or big but steady income generating supporters for our work
- Commitment to the aims of African Rainbow Family.

Desirable

- Knowledge of the funding situation in the UK, including an understanding of the social, political and human rights issues.
- Transferable skills – communications, marketing, media and campaigning as well as fundraising.
- Willingness to learn and use database if no experience yet.
- The ability to write content for a variety of media.