**Job description**

**Grants and Funding Assistant**

Fighting All Cancers Together (FACT) is a local charity formed in 2008 for the benefit of anyone touched by cancer, their families, carers and friends across the North East. The grants and funding team is expanding and looking to recruit a new team member.

You will play an important part within our busy organisation and make an incredible difference to the increasing demand for our services.

**What will you be doing?**

You will be assisting the team in writing and delivering successful funding applications.

Identifying potential funders and partners, shortlisting relevant and appropriate organisations to support the needs of our beneficiaries.

**What are we looking for?**

We are looking for someone who wants to make a real difference within the communities we support. With experience in a similar role and a flair for writing inspirational communications is key and would suit a proactive individual who enjoys writing and building relationships.

**What difference will you make?**

Your time and energy will play a vital role in helping to grow the organisation, raising awareness, and enabling access to our services to the people who need us the most. Making a very real and positive difference for anyone affected by cancer within communities across the North East.

You will be supported by a friendly and motivated team and be involved in an exciting stage of the organisations journey.

**Essential Criteria:**

* Proven experience of bid writing or other similar income generation work with demonstrable transferable skills.
* Ability to use a range of fundraising techniques related to securing unrestricted and restricted funding.
* Excellent communication skills, both written and spoken with the ability to present confidently.
* Ability to self-manage, work independently to targets but also join up your work with the rest of the fundraising team.
* Ability to manage multiple deadlines and workstreams with a “can do” attitude in order to produce positive results.
* Experience and/or understanding of producing impact reports and reporting to various audiences, ideally funders.
* Motivation to work towards the charitable purpose of the organisation.

**Desirable Criteria:**

* Knowledge and understanding of fundraising methods and changing trends in the funding environment.
* Experience of researching Trusts and identifying suitable income opportunities for both programme related and unrestricted core costs.
* Knowledge of the Voluntary and Community Sector and fundraising environment.
* Experience of writing successful grant applications to a variety of funders.
* Experience of using IT: key social media platforms, CRM/contact databases, the Microsoft Office Suite.
* Salary and hours to be negotiated.

Job Types: Full-time, Part-time

Expected hours: 14 – 37 per week

Schedule:

* Day shift

Ability to commute/relocate:

* Gateshead, NE10 0HW: reliably commute or plan to relocate before starting work (preferred)

Work Location: In person