



Application Pack

Grants Officer

Dear Applicant,

Re: Grants Officer - 24hrs per week, flexible working pattern

Thank you for expressing an interest in applying for the post of Grants Officer at The Junction Foundation. The Junction is a local charity that supports some of the most vulnerable children, young people and families across the Tees Valley and we are very protective of our reputation of putting children and young people at the heart of everything we do.

You will have responsibility for raising funds through grant applications to ensure existing services are maintained and that new services/projects are developed. You will work with day-to-day support from the Deputy Chief Executive and support both the Chief Executive and Deputy Chief Executive with larger scale developments through grant and tender submissions.

We welcome enquiries and if you would like a discussion about the role please call or email Jamie Noble, Deputy Chief Executive, on 01642 756000 or Jamie.noble@thejunctionfoundation.com. We have a great team of ambitious, committed and passionate staff at every level of the organisation and this is a fantastic opportunity for an inspirational and determined person to work closely with the Senior Leadership Team and Management Team to make a difference to the lives of children and young people.

When writing your application please focus on addressing the criteria detailed in the person specification and once you have completed your application please return to: recruitment@thejunctionfoundation.com

Or alternatively post to The Junction, Westfield Farm, The Green, Dormanstown, Redcar, TS10 5NA, please ensure your envelope is marked **PRIVATE AND CONFIDENTIAL**.

Please note the deadline for the applications **is noon on Monday 13th January 2025 and interviews will be held weeks commencing 20th and 27th January.**

The post is subject to relevant safeguarding procedures which include a satisfactory Disclosure and Barring Service check. We look forward to receiving your application.

Good luck.

Yours faithfully,

Jamie Noble,
Deputy Chief Executive

Why work for The Junction?

Pension

We contribute 5% of your equivalent salary into your pension scheme for all eligible posts.

Staff Wellbeing Programme

Our staff Wellbeing Programme, provided through Simply Health, provides money back on health-related treatments such as optician costs, dentist fees, physiotherapy and alternative therapies, so you aren't left to foot the bill.

Counselling Helpline

We provide access to 24hr Counselling Helpline support so you are never left to struggle if life becomes tough.

Counselling Face-to-Face

In addition to the helpline we provide access to 6 sessions of face to face counselling

Generous Holidays

Our generous holiday entitlement of 6 weeks per year plus bank holidays means you can balance your work and home life commitments.

Loyalty Holiday Bonus

We reward loyalty by offering colleagues 1 extra day holiday for every completed holiday year up to a maximum of 5 additional days. Increasing holiday entitlement to 7 weeks per year plus bank holidays for 5 completed holiday years.

Staff Development

We have a history of growing our own talent and we develop and support staff to expand their knowledge and take opportunities that become available.

Making a Difference

By being part of an extra ordinary team, we work together to help transform the lives of local children, young people and families.

Within The Junction

There are a range of services within The Junction all working towards shared goals and all focused on making a difference to the lives of children, young people and their families, including:

- Youth Employment Services
- Young Carers' Services
- Youth Services
- Children and Young People's Emotional Wellbeing and Mental Health Services
- Children and Young People's Specialist Transport Services
- The Junction Multibank

We pride ourselves on being able to provide multiple specialist services 'under one roof' with each service interacting together to provide the best possible seamless service to children and young people. We employ multi-disciplinary teams of professionals with backgrounds in psychology, social work, counselling, youth work and youth unemployment as well as other qualified and experienced practitioners who:

- Understand the issues facing children and young people
- Have the skills to effectively support them
- Can deliver outcome focused interventions

We have developed a unique service delivery model to ensure that clients are able to access a service that supports their individual needs. However, the ethos of The Junction ensures our services do not work in silos, although we recognise the need for service identities and separate lines of accountability to stakeholders.

All of our services are person-centered, outcome-focused and outcome-driven with an increased need to evidence the impact our services have on children, young people and their families.

Expectations and Job Description

It is essential that everyone who works or volunteers for The Junction recognises how their efforts help us make a difference to the lives of so many children, young people and families who need our support. It is equally important that everyone is conscious of how their role supports the Vision and Mission of The Junction and that everyone can feel a sense of pride in their work.

We are very protective of our reputation of putting children and young people at the heart of everything we do and we have a clear expectation that all of our workers believe in and work to the Values and Key Principles of the organisation.

Vision

Our vision is a world where no child, young person or family is left to struggle. We want a world where there is always someone to talk to.

Mission

To empower children, young people and their families to embrace life with confidence, facing life's challenges in a positive way.

| Values | Key Principles |
|-------------------|--|
| We listen | Children and Young People are at the heart of everything we do |
| We genuinely care | |
| We don't judge | Our workers are the key to building strong, positive relationships |
| We empower | |
| | Working in partnership to make change happen |

Working within The Junction's policy environment

All staff and volunteers within The Junction are expected to work in accordance with the policies, practices and procedures of the organisation. Key to this approach is a commitment to promote and safeguard the welfare of children, young people and vulnerable adults, as safeguarding is everyone's responsibility. Similarly, all staff are expected to demonstrate a commitment to promoting and valuing diversity, being prepared to challenge the use of discriminatory language and to support and encourage non-discriminatory practice.

Personal Development

All staff are expected to make a commitment to their own personal development, partaking in personal development opportunities and undertaking training, supervision and appraisal as required and to support the personal development of others, particularly apprentices.

Job Title: Grants Officer

Salary: £24,682 pro rate per annum. Plus 38 days annual leave per year, inclusive of bank holidays pro rata.

Hours: 24hrs per week, flexible working pattern

Responsible and accountable to: Deputy Chief Executive Officer

Location: Agile working – with the capacity to travel regularly across Tees Valley when needed

Contract: Permanent

Application method: The Junction Foundation application form – CV's will not be accepted

JOB PURPOSE:

To work with the Senior Leadership Team by taking the lead on grant applications, supporting the sustainability of existing services and the development of new services/projects to support vulnerable children, young people and families.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Maintain and build relationships with existing funders.
- Develop grant income streams from new and existing sources.
- Scope pipe line opportunities to ensure the charity is well placed to secure future funding.
- Work across the charity to support colleagues who also have income generation targets for their areas of development.
- Lead on initial project monitoring reports and ensure that projects are handed over to the appropriate service lead.

- Develop effective relationships with a variety of stakeholders.
- Produce quality funding applications that are based on need, emerging demand and which promote the charity's values.
- Maintain the grant submission and outcome database.

General

- To undertake any other duties as required commensurate to the post.
- Demonstrate an active commitment to making a positive difference to the lives of children, young people and their families.

Working in Teams

- Work as part of The Junction's team(s) to achieve The Junctions aspirations to further support children, young people and charities in line with organisational objectives.
- Work collaboratively with all colleagues.
- Work as part of The Junctions Team(s) to contribute to its strategic and organisational development including sharing experience, knowledge and where appropriate providing training and guidance.

Working within The Junction's policy environment

- Demonstrate a commitment which promotes and values diversity and the equality of opportunity in relation to employees, workers, service users and the wider community, challenge the use of all discriminatory language and practice and positively encourage all staff, volunteers, partners, young people and volunteers to adopt non-discriminatory practice.
- Undertake all work in accordance with The Junctions policies and practice including but not withstanding Information Security, Health and Safety, Risk Management Achieve that the highest standards of customer care are met at all times.
- Positively promote the welfare of children, young people and vulnerable adults and ensure that it is recognised that safeguarding is everyone's responsibility.

Personal Development

- Support the development and training of colleagues by sharing experience, providing training and learning experiences
- Access line management and supervision as appropriate.
- Take part in relevant professional development to update skills and address any gaps in knowledge or training relevant to the role.

Person Specification

- Demonstrable experience of developing grant applications with successful outcomes
- Proven ability to plan and make decisions and recommendations with the ability to communicate information clearly.
- Ability to contribute to a positive working environment in which equality and diversity are well managed, dignity at work is upheld and staff are empowered and motivated to do their best.
- Ability to give and receive feedback objectively and sensitively and a willingness to challenge constructively.
- Proven ability to build professional relationships and undertake effective networking.
- A sound understanding of communicating Vision, Mission, Values and Principles to stakeholders with the ability to apply that knowledge to development within the organisation.
- Experience of working in the Voluntary and Community Sector.