Person Specification

Grants Officer

It is not expected that a successful candidate will necessarily have all the following criteria. FareShare South West is committed to helping individuals develop professionally and personally, and your application is encouraged.

This role requires a basic DBS check. We welcome applications from people with convictions: your information will be handled confidentially and used to assess your suitability for the role.

Essential

- A minimum of two-years' experience in a fundraising, communications or marketing role with an understanding of fundraising principles and current data protection/GDPR regulation.
- Excellent written and verbal communication and interpersonal skills. Proven ability to form good working relations, both internally and externally.
- Well-organised, able to manage multiple projects simultaneously while meeting deadlines and targets.
- Experience of using Customer Relationship Management databases to record and retrieve information.
- Competent using MS Office Suite (Teams, Outlook, Excel)

Desirable

- A clear commitment to the ethos and strategic plans of FareShare South West, and able to positively contribute towards its success.
- Experience in a trust fundraising role, researching, writing and reporting on grant applications.
- Ability to develop, initiate and maintain systems and procedures.
- Experience in applying for and reporting back on statutory funding.
- Experience of Adobe InDesign and/or other design software to produce funding templates and reports.

Attributes and values

- Able to live out our values at work: committed, inclusive, resourceful, collaborative
- Reliable and solutions-focused, embracing change and challenges
- Accountable, demonstrating integrity and high standards
- Committed to FareShare South West's work to rescue food from waste and share it with our local community
- Committed to safeguarding and promoting the welfare of children and vulnerable adults in line with our Safeguarding policy