

**Position: Grant Applications Manager,**

**For:** UK charity 'Be Me Project'. We support women and young people to overcome the challenges of low self-esteem and confidence to build resilience and develop the tools to create better emotional wellbeing. We are a growing charity, that is starting to spread through the UK.

**Based:** Be Me Head Office, Central Dorking, Surrey - can be combined with home working.

**Main purpose/objective**

- Together with the CEO and Operations and Development Manager (ODM) to be responsible for identifying, managing, administration, and applications of Grants.
- To work closely with the CEO and Chair of Trustees to ensure that the aims, values, and policies of the charity are upheld.
- To work alongside personnel in fundraising with responsibility for our overall fundraising strategy & preparation of project budgets.

**Key responsibilities**

- To oversee the administration and application process for Grants.
- Prepare, monitor and update a list of prospective grant funds / charitable trusts, prioritizing funds for application.
- Undertake and keep a log of contact / communications, submissions, outcomes & grant feedback.
- Further establish and build on funder / Be Me relations & attending meetings, networking and training events.

**NOTE: This role could be included with the Operation and Development Manager role, adding 1 extra day to the combined roles**

**Key skills needed**

- Knowledge and experience of the grant application process, information gathering process and proven success in getting the desired returns
- Self-motivated and able to take initiative
- Friendly, approachable manner
- Excellent team player, compassionate and caring
- Good attention to detail, efficient
- Good to excellent IT skills, especially in Google emails, Excel and Word
- Enjoys problem solving and finding solutions
- Previous relevant charity or commercial experience desirable
- A committed Christian who is actively living out their faith (or empathetic with the Christian foundations on which Be Me is based)
- Passionate about the vision and mission of Be Me Project

**Reporting to:** CEO, ODM and the board of trustees

**Salary and hours**

To be negotiated, dependent on the size of role, experience and availability. This will be a part time position for an initial 6 month period with potential to extend to a permanent contract.

**Start date**

Flexible from September 2022