

We are looking for an exceptional and enthusiastic individual to join our Fundraising and Communications team as **Grants Officer**. The successful candidate will have demonstrable capability to prepare and submit single and multi-year grant applications that will achieve core and campaign specific funding targets for the charity.

This new role within the team has accountability for attracting £170K in the current financial year; 25~30% of the annual income required to support the delivery of the charity's work. This target is similar to our grant income in 2016/17, received through established and newly formed relationships with Trusts and Foundations. This target will increase for the 2018/19 financial year.

The successful candidate will have excellent communication skills and the ability to build and maintain long-term relationships that inspire existing and attract new funders. They will have a systematic approach to work, attention to detail and excellent time management skills. Being an active and driven member of the Fundraising and Communications team, they will work closely with managers and colleagues across all departments.

- *Salary: within the range £18,200 to £23,920 pa, subject to qualification/experience, paid on a pro-rata basis.*
- *Part-Time: 24 hours per week.*
- *Work Pattern: to be agreed with the Fundraising and Communications Manager.*

Crisis Centre Ministries is a Christian charity that has been working in Bristol for over 30 years. We are dedicated to helping those with life disrupting problems, such as homelessness and addiction, to establish healthy and independent lives.

There is an **Occupational Requirement** for each role to be filled by a Christian. Our Statement of Faith, Vision and Values are available upon request.

The job description and online application form are available on our website at <https://www.crisis-centre.org.uk/job-opportunities> or can be requested by contacting [admin@crisis-centre.org.uk](mailto:admin@crisis-centre.org.uk).

**Applications, via an application form, must be submitted by 12 noon on Monday 2<sup>nd</sup> October 2017 to be considered.** Submit your application to: [HR@crisis-centre.org.uk](mailto:HR@crisis-centre.org.uk). CVs may be submitted but only in support of the application form.

Contact from recruitment agencies or on-line platforms in relation to promoting this vacancy will not be responded to.

Freelance grant writers are invited to contact us via [HR@crisis-centre.org.uk](mailto:HR@crisis-centre.org.uk) to discuss the possibility of contracting their services to us as an alternative to the advertised employed position.