

# **Voluntary Action Luton**

## **JOB DESCRIPTION**

**Job Title:** Funding & Development Officer

**Post Holder:** Vacant

**Responsible to-internal:** Executive Director

**External:** Bedfordshire & Luton Consortium

**Special Conditions:** Occasional evening work  
Ability to travel

### **Job Purpose:**

To deliver a portfolio of programmes under the Luton & Bedfordshire Consortium Programme, providing funding advice and develop services to VCS organisations within Luton

To build the capacity of existing and emerging voluntary and community organisations within Luton

### **Key Areas and Functions:**

Providing a practical information service offering advice and information on appropriate funding sources, including local small grants funding streams, funding criteria, grant aid priorities and procedures

Organising and delivering funding workshops and other training sessions as required

Providing information, advice and assistance on developing organisational structures i.e. governance and formation models

Develop and maintain an up to date resource/information base to assist with capacity building, i.e. funding, local services, learning and teaching materials/opportunities.

Helping community based organisations with the content and presentation of their funding applications, to improve publicity and marketing with the aim of increasing the level of funds secured

Supporting and developing quality standards eg Pqasso, National Occupational Standards

Prepare publications, leaflets, guidance materials and website content to inform and support voluntary and community organisations on funding issues and the support available to them

To ensure organisations are aware of VAL's support services

Keep up-to-date with appropriate funding developments and brief Luton's voluntary and community sector as necessary

Identify needs through close consultation with Luton's VCS organisations

Ensure that the service keeps pace with developments and is responsive to such developments

**General:**

Recording, monitoring and reporting (in any required format) on the activities and progress of the services and to outline remedial action(s) required to improve the chances of meeting objectives, where applicable.

Supporting the development of Voluntary Action Luton as an organisation that is fully committed to social justice, equality of opportunity and the elimination of all forms of discrimination.

Supporting the development of Voluntary Action Luton as an organisation that is fully committed to sustainable development and assessing the environmental impact of community action

Informing own practice and professional development through being informed about key issues, reading, benchmarking, networking, training and examining the policies and practices of initiatives in Luton and elsewhere.

Attending, as appropriate, conferences, seminars, workshops as part of your ongoing personal development

Contributing to the formulation and development of business plans, strategies, work programmes and quality standards for Voluntary Action Luton.

Recording, monitoring evaluating and reporting (in any required format) on the activities and services of Voluntary Action Luton as and when required.

Acting at all times in accordance with the VAL's policy on health and safety and equal opportunities

Attending appropriate training, seminars and events to assist with the role and career development

Undertaking other tasks and responsibilities appropriate to the role