



JOB DESCRIPTION	
Job Title:	Grant Writer
Hours of Work:	Up to 30 Hours/Week
Base:	Barnsley Hospice
Department:	Income Generation
Accountable To:	Heads of Income Generation
Responsible For:	Generating income through compelling grant applications and continuing to cultivate current income streams through regular grant funders.
Job Purpose:	Drive significant income growth to develop and sustain our financial health.
Organisational Summary	<p>Barnsley Hospice is a charity that provides specialist palliative and end of life care to hundreds of local people and those close to them each year. Our main priority is to achieve the best possible quality of life for people living with a life- limiting illness, whilst supporting those close to them during the period of illness and bereavement. As a specialist care provider, the range of skills we offer include, pain and symptom management, emotional support and end of life care. The hospice currently employs about 100 people and has a team of volunteers, based both at the hospice and within our Retail Hub.</p> <p>We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQIA+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Barnsley Hospice.</p>
Key Duties & Responsibilities:	
<ol style="list-style-type: none"> 1. Proactively lead and ensure regular grant applications are submitted every week. 2. Keep an up-to-date schedule showing deadlines for applications, size of application(s) and expected decision dates. 3. Manage coordination of administration in relation to grant funding bodies ensuring comprehensive and accurate record keeping and retention of documents/contracts. 4. Build positive relationships with a portfolio of key contacts for new and existing grant trusts to encourage new and ongoing financial and practical support for the hospice. 5. Ensure that all reporting requirements are met according to agreed schedules and in line with the funders' criteria, including case studies and impact reports. 6. Track and evaluate progress, overseeing projects through to delivery and reporting, ensuring grant funding is attributed as per the application/award letter. 7. Ensure compliance with relevant legislation and best practice. 8. Ensure all records are accurate, developed and maintained in line with our Information 	

Governance policies/procedures.

9. Have regular meetings/correspondence with fundraising admin to ensure income is reconciled, inputted and coded correctly and that thank you letters are sent as appropriate.

Other Responsibilities

1. To undertake any other duties, commensurate with the role as required by the Hospice.
2. To act as an ambassador of the Hospice, maintaining honesty, integrity and trustworthiness at all times.
3. The post holder will be expected to maintain strict confidentiality at all times.
4. The post holder will ensure that they are aware of and apply health and safety and fire precautions.
5. The post holder will ensure that clinical risk management and safeguarding procedures and relevant good practice guidelines are followed at all times.
6. The post holder is to ensure data protection is maintained at all times.
7. The post holder will be flexible in terms of working hours in order to meet service needs.
8. The post holder will support the Hospice as required, across the range of duties as appropriate within the grading of this post. Any significant changes will be the subject of full communication and consultation with the post holder.

This job description is not an exhaustive list but it shows many of the aspects to this role.

PERSON SPECIFICATION	
Essential Education & Qualifications:	
<ul style="list-style-type: none"> • Excellent written and verbal communication skills • High level of attention to detail • Well-developed verbal and written communication skills • Exceptional organisational skills with the ability to prioritise tasks, manage workloads and meet deadlines • Skilled in developing and growing income streams 	Application
Essential Knowledge, Skills & Abilities:	
<ul style="list-style-type: none"> • At least two years' experience in a Grants, Trusts role. • Proven record of successful applications for funding from Trusts and other grant-making bodies. • Demonstrable ability to develop relationships with funding partners. • Experience of researching funding opportunities. • Excellent written skills with the ability to produce concise and creative bids. • High standard of computer literacy (Excel, Word, Power Point and Outlook and the Internet). • Meticulous attention to detail. • Demonstrable ability to plan and prioritise own workload with minimum supervision. • Excellent communication skills required to build relationships with potential donors. • Ability to demonstrate initiative and work well under pressure. • Ability to understand budgets. • Ability to plan ahead and work within agreed timeframes • Willingness to work occasional evenings and weekends as required • 	Application/Interview
Desirable Skills & Abilities:	
Project Management Experience <ul style="list-style-type: none"> • Working within a charitable environment. 	Application/Interview
Personal attributes:	

Friendly and approachable Resilient and motivated Flexible with working hours and able to travel Enthusiasm and passion for the hospice charity	Application/Interview
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Our Values and Behaviours:	
<p>Ambition: <i>We aim high and look for ways to improve ourselves, our services, reach more people and play a leading role.</i></p> <ul style="list-style-type: none"> • We set high standards for ourselves and the services we provide. • We seek every opportunity to learn: from our successes and our mistakes. • We take a flexible and creative approach when seeking opportunities and solutions. <p>Collaboration: <i>We are inclusive and work in partnership with others to achieve shared goals and get the best outcome possible.</i></p> <ul style="list-style-type: none"> • We value diversity in its broadest sense and take meaningful action to create an inclusive environment. • We seek out and nurture partnerships so we can achieve more together. • We are welcoming and friendly. <p>Compassion: <i>We are caring and treat everyone with kindness and respect.</i></p> <ul style="list-style-type: none"> • We show empathy and consideration towards others. • We are genuinely caring and respectful in our interactions with others. • We are generous with our time and attention, and value the people around us. <p>Integrity: <i>We are honest, communicate clearly and openly, and take responsibility.</i></p> <ul style="list-style-type: none"> • We are open and honest with ourselves and others. • We are trustworthy and reliable and deliver on our promises. • We are professional and take our responsibilities seriously. 	<p>Assessment method – application form and interview</p>