

Role Description

Role Title: Volunteer Grant Writer

Location: Taunton Office

Responsible to: Business Development Manager

Objective: To assist the Business Development Manager in researching and writing funding applications.

Main Duties:

- To develop an understanding of Compass Disability Services mission statement, values and projects in order to inform funding applications.
- To research and identify potential Trusts, Foundations, organisations and local companies etc to apply to for funding or request support from.
- To write funding applications.
- To ensure that final approval of all funding applications is given by the Business Development Manager.
- To assist in keeping funding records up to date.
- To carry out other administrative tasks to assist the Business Development Manager generally, as agreed with the Volunteer.
- To maintain a positive and professional image of the organisation at all times.
- Be aware of and adhere to Compass Disability Services' policies and procedures at all times.
- To abide by the rules and guidelines as laid down in the Volunteer Handbook.
- To remain aware of, and abide by, current legislation, organisation policy and the eight principles relating to Data Protection.
- To commit to the necessary training and development activities in order to fulfil the role and your potential.
- Attendance at staff and volunteer meetings, external events and other meetings as negotiated with the volunteer.
- Any other duties considered necessary to further the aims of the organisation as negotiated with the volunteer.
- Travelling is not an integral part of this role and as such you are not permitted to drive on volunteer related business using your own vehicle unless you are able to comply with the standards laid down in the Use of Private Vehicles for Company Business Policy.

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Location: Z:\Compass Files\Volunteering\Volunteer Role Descriptions\Volunteer Grant Writer Role Description.doc		

Person Specification

Essential criteria for the role:

- Good communication and IT skills.
- Good organisational skills and an eye for detail.
- An ability to work to deadlines.
- Ability to work under own initiative and as part of a team.
- A strong commitment to equality of opportunity for all sections of the community and an understanding of disability equality.

Desirable criteria for the role:

- Some basic knowledge of grant writing is desirable but not essential.

Terms of Engagement: Voluntary position

Working Hours: Negotiable

Remuneration: This is a voluntary position. Reasonable expenses as detailed in the Expenses Policy will be claimable.

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