



## Improving older people's lives through creativity

### Job Description

<b>Job Title:</b>	Assistant Fundraiser – Trust & Foundations
<b>Location:</b>	Gateshead
<b>Responsible to:</b>	Director – Programme
<b>Salary:</b>	£22,000
<b>Hours worked:</b>	37 hours per week
<b>Contract:</b>	Fixed term for 3 years

### About Equal Arts

Equal Arts is a registered charity which specialises in delivering high quality creative interventions to improve the health and well-being of older people. This includes working with older people who live independently as well as those living in care. Many participants have a wide range of cognitive impairments and life limiting conditions, including dementia. The organisation exists to challenge ageism, disadvantage and tackle loneliness. Our programmes ensure that older people are included in society and can lead fuller and more independent lives.

Equal Arts' work has a national footprint and although based in the North East, projects take place across England and the UK. Our work is innovative and award winning and is recognised as good practice with the Care Quality Commission. In 2012 Equal Arts developed a project called HenPower which has exceeded all expectations increasing the profile of the benefits of creative ageing and generating demand across England and globally.

### Purpose of the Post

We are looking for an enthusiastic and committed person to support Equal Arts' fundraising through applications to Trusts and Foundations. Candidates should have excellent literacy skills, be diligent and systematic. The individual should be a creative thinker, have strong communication and decision-making skills and a commitment to improving the wellbeing of older people.

## **Job Description**

The Assistant Fundraiser -Trusts & Foundations will support the work of the Programme & Grants Manager and the Director to prepare, finalise and submit funding applications to a range of Trusts and Foundations. The post holder will be responsible for supporting a busy schedule of funding applications requiring exceptional written skills. The post holder will also oversee monitoring and end of project reporting. The post holder will also liaise with the Henpower Programme Manager and Associate Artists who work directly with older people's groups and members of the community.

The post holder will: -

1. Contribute to the organisation's fundraising, specifically in relation to income from grants via Trusts and Foundations.
2. Maintain administrative systems which track existing and future relationships with trusts and foundations.
3. Work with Equal Arts staff and project partners to identify appropriate funders and support funding applications.
4. Work with Equal Arts staff and partners to develop sustainable fundraising models.
5. Schedule and manage a busy and consistent workload.
6. Stay abreast of changes to funding criteria and funding opportunities.
7. Contribute to positive relationships with Equal Arts staff and projects partners.
8. Contribute to the sustainability of the organisation by engaging in idea development, programme innovation and income generation and diversification.

## **Other responsibilities**

1. Contribute to the development of the organisation, business planning, and the delivery of Equal Arts' mission, priorities, outcomes and objectives.
2. Contribute to a positive organisational culture, supporting staff, volunteers and participants and customers ensuring quality standards are met at all times.
3. To prepare and report on a timely basis to the Directors and attend staff meetings.
4. To undertake any duties as may reasonably be required.

<b>PERSON SPECIFICATION</b>	<b>ESSENTIAL</b>
<b>EXPERIENCE &amp; QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Experience of fundraising successfully from Trusts and Foundations.</li> <li>• Experience of writing monitoring/end of project reports.</li> <li>• Computer literacy and experience of using a variety of online grant making portals.</li> <li>• Experience of preparing and finalising written content.</li> <li>• Experience of calculating realistic project budgets for applications.</li> <li>• Hold a relevant qualification to a minimum of degree level or relevant experience in a similar role.</li> </ul>
<b>SKILLS &amp; ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Strong persuasive writing skills which can be applied to a range of different grant criteria.</li> <li>• Ability to manage own workload, prioritise competing demands and work to deadlines.</li> <li>• Excellent numerical ability.</li> <li>• A strong understanding of a range of IT applications, online platforms and CRM systems.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Excellent partner relationship skills.</li> <li>• Ability to analyse social impact and value for money.</li> </ul>
<b>KNOWLEDGE &amp; OTHER</b>	<ul style="list-style-type: none"> <li>• A broad knowledge of the arts and cultural sector.</li> <li>• A basic understanding of governance structures for user-led/voluntary groups.</li> <li>• Commitment to equal opportunities.</li> </ul>

<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>• Have an interest in Creativity, Ageing and Adult Social Care, Health, Voluntary, Community sectors.</li> <li>• Have an understanding of dementia awareness and dementia-friendly environments which are community facing and inclusive.</li> <li>• Have an interest in the positive impact creativity can have on people's lives.</li> <li>• An understanding of the social impact of arts and creativity and how this can be applied to benefit communities.</li> <li>• Understanding of the value of social media as a marketing and communication tool alongside traditional tools.</li> <li>•</li> </ul>

**Closing Date for applications:**

**5pm Wednesday 3 October 2018**

**Interview Dates:**

**Thursday 11 October 2018**

**Completed application forms to be returned to:**

**[information@equalarts.org.uk](mailto:information@equalarts.org.uk)**

**or return forms by post to:**

**Equal Arts  
Swinburne House  
Swinburne Street.  
Gateshead NE8 1AX**

**If you would like to find out more about the role please email  
[information@equalarts.org.uk](mailto:information@equalarts.org.uk)**