



WILTSHIRE SERVICE USERS' NETWORK

JOB DESCRIPTION

Income Generation Support Officer

Job Title:	Income Generation Support Officer
Responsible to:	CEO
Work Base:	Homebased but with occasional travel to Semington office (BA14 6JQ) as required
Salary:	£ 10,600 per annum (Pro rata based £26,500 FTE)
Hours	14 hours a week (part time). Exact days of the week to be agreed. Worker will need to work flexibly, to meet the needs of the post.

Primary Objectives of the Post:

The role of the **Income Generation Support Officer** involves a variety of responsibilities aimed at increasing the organisation's income from various sources.

Purpose of the Job:

This post plays a crucial role in ensuring that the organisation's fundraising efforts are relevant, successful and aligned with our financial objectives.

To ensure that the quality of the Network's work is maintained and developed in line with Network's Values and Philosophy.

To contribute to the maintenance and development of effective communication throughout the organisation.

The postholder will support the Management Committee, CEO and Office Manager by conducting initial research, maintaining fundraising data, and handling administrative duties related to grant applications and other fundraising activities.

Main Tasks and Responsibilities:

1. **Research and apply for grants:** Research trusts, foundations and other funding streams - identifying specific grant criteria, deadlines, and alignment with our work.
2. **Build relationships with funders:** Cultivate and nurture relationships with donors, foundations, and funding bodies.
3. **Write and manage applications:** Assist in drafting grant applications and collating necessary documents (financials, safeguarding policies, etc.) ensuring they are high quality, clear, concise, and impactful.
4. **Develop and support fundraising activities:** Assist with community-based fundraising activities, including event planning and stewardship.
5. **Collaborate with WSUN staff:** Work closely with our team to gather insights and data for creating compelling proposals/applications.
6. **Data Management:** keep accurate, up-to-date records of donor/grant contact information, application stages, and reporting dates.
7. **Develop and maintain our “Case for Support:** analysing need, interpreting results and using evaluation reports to inform future fundraising strategies and content.
8. **Maintaining quality and integrity** - ensuring that all income generation activities are conducted in a transparent and responsible manner.

In addition:

The post-holder may be requested by the CEO from time to time to carry out work not included in the above job description, in line with the needs of the Network and the level of responsibility of the post.

Person Specification

Values

- Understanding of the Social Model of Disability and empowerment.
- Commitment to working in an anti-discriminatory way in accordance with the Network's Policy on Equal Opportunities.

	Essential	Desirable
Have at least two years relevant experience of working within a fundraising role.	x	
Previous experience of successful grant writing.	x	
Familiar with using funder databases and/or the internet as research tools.	x	
Proven ability to complete multiple tasks by managing own workload.	x	
Excellent writing skills with a desire to learn and develop fundraising abilities.	x	
Ability to solve problems and escalate issues where appropriate.	x	
Ability to work as part of a team and use your own initiative.	x	
Strong organisational skills and attention to detail.	x	
Experience of building relationships with external funders and/or partners, which have helped lead to successful bids.		x
Experience of working in a customer facing environment.		x
Experience of fundraising in other areas – corporate, events, philanthropy.		x
Understanding of the issues faced by disabled / neurodivergent people.		x