

## Statutory Funding Reporting Officer

### Context

Throughout our 25 year history, Christians Against Poverty has been a movement of the local church supported and financed primarily by individuals. We are now looking to increase funding from statutory bodies to help us grow and improve our debt help service having received our first funding through the Money & Pensions Service (MaPS) in 2020. Statutory funding will be an important part of our income mix, though it remains our desire to be primarily funded through our supporters and our wider movement.

### Purpose

This role needs to be embedded within both our Debt Operations and Fundraising & Communications directorates and highly connected across the wider charity. It holds responsibility for ensuring that CAP is accurately reporting to statutory funders about the programmes they have funded.

### Passion

We are passionate about providing an excellent service to our clients and ensuring our service is well funded in order that we can do this.

### Personality

We are driven, passionate, strategic, fun, adaptable, visionary and professional. We put a high value on building excellent relationships both internally and externally.

## Role:

### Accountabilities:

- Ensure excellent reporting against funded outcomes required for statutory funding.
- Maintain and develop key external relationships relating to grants received.
- Ensure teams take an innovative and creative approach to solving problems to meet reporting requirements.
- Accountable for ensuring cross-organisational teams make good and timely decisions and information is gathered to hit funding and reporting deadlines.
- Support Debt Operations and Fundraising & Communications leadership and teams with bids for new funding opportunities from statutory bodies.
- Develop and maintain an excellent knowledge of CAP's debt help service and the debt advice industry in the UK.
- Develop an excellent level of cross-organisational awareness and how the competing priorities of different teams interact.
- Ensure good communication with wider fundraising teams and develop a good understanding of what is already funded or available to fund.

## Job Profile:

- Be aware of the broader implications of successful funding and communicate this to key stakeholders.

## Measurable Outputs:

- Submit accurate reports to funders in time for deadlines given.
- Work closely with all required teams to meet deadlines for all applications and reporting.
- Keep relevant service level agreements (SLAs) for responses to key stakeholders.
- Strong working relationships built between Debt Ops, Church Network, Finance and Fundraising & Communications to deliver good reporting.

## Culture:

- Clearly live out and embrace the cultural values of CAP.
- Clearly demonstrate a heart and passion for the charity.
- Sincere acceptance, understanding and practice of the Christian ethos and purpose of the Charity.

## Other Responsibilities Include:

- Being willing to pray with staff and be fully engaged with our Christ centered culture.
- To encourage friends, family and other contacts to support the charity through the Life Changer program, and other fundraising initiatives.
- Attendance at annual CAP staff conferences .
- Complete all compulsory CAP training within given timescales.

The above job profile is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

## Person:

### Education:

#### Essential

- A level in English or equivalent

#### Desirable

- Qualification in Trust and Foundation fundraising
- Qualification in Project Management (eg. PRINCE2 or Agile)

## Experience:

### Essential

- Experience of project management
- Experience of persuasive writing
- Experience of writing reports
- Experience of building excellent relationships with internal and external stakeholders

### Desirable

- Experience of data analysis and reporting
- Institutional or trusts & grants fundraising experience
- Knowledge and understanding of debt advice sector

## Skills/Abilities:

- Excellent communication at all levels with particular skill in persuasive written and verbal communication
- Excellent at building relationships externally and internally
- Ability to grow a good cross-organisational awareness and a big picture view
- Driven to deliver results
- Ability to influence and negotiate with key stakeholders
- Excellent command of English grammar and spelling
- Good understanding of budgets and statistics
- Ability to manage multiple projects and meet deadlines
- Ability to prioritise time, tasks and attention effectively
- Resilient under the pressure of competing demands and tight deadlines
- Passionate about CAP's vision and mission
- Ability to work independently on tasks given
- Good IT competency, particularly use of Google Sheets/Excel and databases
- Excellent problem solver

## Christian Commitment:

- The candidate must be able to give both verbal assent to and practical demonstration of Christians Against Poverty's Statement of Faith and Core Values
- Must be able to actively participate in prayer and worship, whether individual, small group or corporately, as an expression of their own personal faith and in line with CAP's Statement of Faith.

#### Job Profile:

All adults working in, or on behalf of CAP have a responsibility to safeguard and promote the welfare of children and adults. This includes: A responsibility to ensure a safe environment in which CAP Services can be delivered. Identify children and adults where there may be safeguarding concerns and to follow the CAP Safeguarding Policy in addressing any concerns appropriately.

CAP celebrates the value of diversity and our aim is for our workforce to be as inclusive as possible as well as representing the communities we serve. With this in mind, we welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from candidates from black and ethnic minority backgrounds. We are committed to continue building an environment that embraces diversity and includes all.

**April 2022**