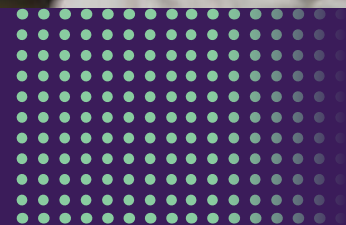




FUNDRAISING AND BID OFFICER

at Saltmine Theatre Company





ABOUT SALTMINE

Welcome to Saltmine Theatre Company, where creativity meets purpose. Since 1990, we've been dedicated to transforming lives through the power of theatre, offering professional, thought-provoking performances and workshops that leave a lasting impact reaching over 70,000 people a year.

Inspired by the life and teachings of Jesus, we describe ourselves as Faith Motivated Arts because our faith inspires us to care for and value every human being. Our values of innovation, servant-heartedness, transformation, inclusiveness, and distinctiveness guide us as we bring biblical stories and contemporary issues to life on stage.

Born out of a passion to empower young people and tell stories through the arts, our journey began over four decades ago. From youth work to holiday camps (anyone remember Splash Down?) to the Saltmine band era, Dave Pope founded our charity back in the 80's and led Saltmine for over 20 years! Now, we've grown into a dynamic team of theatre makers that tour nationally, bringing our unique productions to schools, churches, and organisations across the UK to provoke thought, open doors, and make change.

KEY INFORMATION ABOUT THE ROLE

Job title:	Fundraising and Bid Officer
Accountable to:	CEO
Reporting to:	Operations Manager
Location as required:	Saltmine Head Office
Salary:	£26k to £29,250 FTE pa (pro rata) <i>depending on qualifications and experience</i>
Hours:	Part time (2 days/15 hrs per week) excluding lunch breaks
Holiday:	25 days per annum, plus 8 standard bank holidays
Closing date:	Monday 6th January 2025

Interview date:
**Tuesday 21st January -
Wednesday 22nd January 2025**

Start date:
February 2025

at Saltmine Trust,
61 The Broadway,
Dudley DY1 3EB
(video interviews are possible)



ROLE SUMMARY

Saltmine Trust is looking for a motivated, dedicated, and hardworking bid writer/fundraiser to help grow the funds necessary to support the charity's work. This is a newly created role within our organisation, and we hope the right candidate will share our passion and commitment to ensuring the charity's sustainability.

The successful applicant will be responsible for preparing, submitting, and securing bids on behalf of Saltmine Trust, ensuring all compliance requirements and deadlines are met. In addition, the role will involve identifying potential funding opportunities within the local Dudley Borough area and beyond, including local businesses and organisations that align with the charity's values.

The main responsibility of this role is to identify local and national funding opportunities and collaborate with the charity to develop strategies for utilising those funds effectively. The role includes ensuring all funding guidelines are followed to maximize the chances of successfully securing future bids.

The ideal candidate will have experience in fundraising and bid writing, and this role presents a great opportunity to shape a new position, build valuable networks, and create new funding streams to support our mission.

Flexible Working

Remote working - we cannot facilitate hybrid working at this time due to the close relational working style that we will need from this role with the wider staff team. The role will require being at Saltmine Trust's Head Office for x2 days per week which is in the heart of Dudley.

Main Duties, Tasks and Responsibilities

Main Responsibilities:

- Research potential funders, including individuals, businesses, grant-giving bodies, and organisations.
- Lead on writing and submitting funding bids, ensuring deadlines are met.
- Understand Saltmine Trust's mission to inform funding searches and bid writing.
- Build and maintain relationships with current and potential funders.
- Complete pre-qualifying documents for various platforms.
- Edit and review proposals for clarity, consistency, and compliance.
- Compile supporting documents for submissions.
- Coordinate with the wider staff team to gather necessary information for proposals.
- Maintain and update a company bid library using our CRM software.

Main Duties:

- Conduct research to create funding briefs.
- Record grant funds and donations in an in-house system.
- Complete necessary administrative tasks for funding bids.
- Draft and submit high-quality bids to secure funding for the charity, ensuring clarity on responsibilities and requirements.
- Maintain accurate paper and electronic records of funders.
- Develop knowledge of Saltmine Trust's services and build relationships to support application writing.
- Manage relationships with funders and provide necessary reporting.
- Keep up with project progress and communicate updates.
- Perform additional tasks as needed for effective service delivery.
- Participate in required training

General duties for all Saltmine staff

- Perform duties in line with Saltmine's policies and procedures, and any other reasonable tasks allocated due to legislation, codes of practice, or policy.
- Promote the work and mission of Saltmine Trust at all times.
- Foster personal spiritual development and encourage the spiritual growth of team members.
- The duties listed are not exhaustive; additional tasks may be assigned within the postholder's capability.
- Saltmine Trust may periodically update the job description to reflect changes in the role, with consultation and agreement on significant, permanent changes



PERSONAL CRITERIA

Occupational Requirement

Saltmine's Christian beliefs, ethos and culture are central to its charitable objects, vision, values and programmes, and are reflected throughout its working practices. Staff meet together daily for a time of prayer and encouragement, and our motivation and mentoring activities are based on the teachings and life of Jesus. There is therefore a genuine, legitimate occupational requirement for the successful candidate to be a committed Christian practicing their faith (Equalities Act 2010).

Essential Experience, Skills, Knowledge and Attributes

We're open-minded & welcome all applicants who believe they can succeed.
Though ideally, you will have these key skills, knowledge and experience for this role:

Job Specification - Essential Criteria for Applicants:

Professionalism:

- Seek innovative ways to eliminate barriers to funding opportunities.

Leadership:

- Lead by example in optimising funding opportunities and resources.
- Communicate effectively, welcoming feedback, and approach fundraising with positivity and resilience.
- Understand and align with the long-term vision of Saltmine Trust.

Accountability:

- Take responsibility for performance, development, and actions in bid writing and funding opportunities.

Transparency:

- Collaborate with others, share information, and support colleagues in funding applications.
- Seek solutions and expertise from relevant partners and communities.

Abilities/Skills:

- Exceptional grant/bid writing and communication skills.
- Strong numeracy and experience managing budgets and financial targets.
- Effective negotiation skills and proficiency in ICT, including MS programs and CRM software
- Research skills to identify funding opportunities and ability to manage multiple projects and deadlines.
- Ability to form and maintain relationships with diverse individuals and organisations.

Knowledge and Experience:

- Proven success in developing and submitting bids/funding applications to various funding bodies.
- In-depth knowledge of external funding application methods.
- Familiarity with funding streams relevant to Saltmine Trust and experience securing match funding.
- Experience working with senior officials in external organisations, agencies, and businesses.
- Marketing experience, ideally in a fundraising context, and understanding of the political environment.
- Evidence of continuous professional development.

Qualifications:

- Degree-level education or equivalent experience in relevant fields.
- A relevant funding or project qualification or equivalent experience.

APPLY

To apply, please visit our website below and fill out an application form. Video applications are possible using 2 minutes or video or voice recording for every 500 words.

<https://saltminetrust.org.uk/about-us/join-us>

We will notify all applicants who were not shortlisted via email. Due to the high volume of applications, we may not always be able to provide feedback to each candidate, but we will make every effort to do so. All appointments are contingent upon receiving satisfactory references and proof of eligibility to work in the UK.



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01384 454 800
mail@saltmine.org
saltminetrust.org.uk

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and a limited company registered in
England and Wales: No 2930528

