

Funding and Partnerships Manager

Application Pack



Closing date for applications:

Monday January 27th 2020, 12 noon

Interview 1:

Monday February 3rd 2020, 10-12:30pm

Interview 2:

Monday February 10th 2020



Inspire Wales To Be A Fairer Place To Live



Tai Pawb is the leading national organisation promoting equality and diversity in housing.

Our purpose is to **Inspire Wales to be a Fairer Place to Live**. We support and work with our members to help them put ideas into practice, we influence policy makers to make housing policy fair and we are the thought leaders on equality, diversity and human rights issues for the housing sector and beyond.

Funding and Partnerships Manager

**Cardiff | £29,750 (full-time 35 hours) but open to part time applicants
Good pension scheme | Flexible working**

We are looking for someone who is value driven in their work, with a genuine understanding and empathy for how inequality affects people's lives combined with a passion to turn these challenges into solutions; someone who can help us access new funding opportunities and develop exciting partnerships, as well as lead on our award winning QED quality mark.

Working closely with the Head of Business, you will make a significant contribution to strengthening Tai Pawb's future through broadening our funding streams and partnerships throughout Wales.

Visit www.taipawb.org/jobs and download our application pack today.
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Welcome

Thank you for your interest in the Funding and Partnerships Manager role.

Tai Pawb is the leading national organisation promoting equality and diversity in housing. Our purpose is to **Inspire Wales to be a Fairer Place to Live**. We support and work with our members to help them put ideas into practice, we influence policy makers to make housing policy fairer and we strive to be the thought leaders on equality, diversity and human rights issues for the housing sector and beyond.

We are a driven and passionate team of six and our values and purpose are always at the core of what we do. We are supportive and friendly.

Our remit is quite niche and we don't expect applicants to be experts at both equality and housing from the beginning. For this role funding/partnerships experience and the right values are the most important elements. If you are not sure whether to apply – feel free to give me a ring at **029 2053 7630**.

Tai Pawb has ambitious plans for the future and we need great people to help us deliver on these and take the organisation forward. One of the great things about working in a compact organisation like Tai Pawb is that you can really develop a variety of skills, wide knowledge, networks and your own profile, and it is very satisfying as you can see the direct impact of your work (there aren't many of us, you can really influence our direction and decisions don't take as long as they might in large organisations).

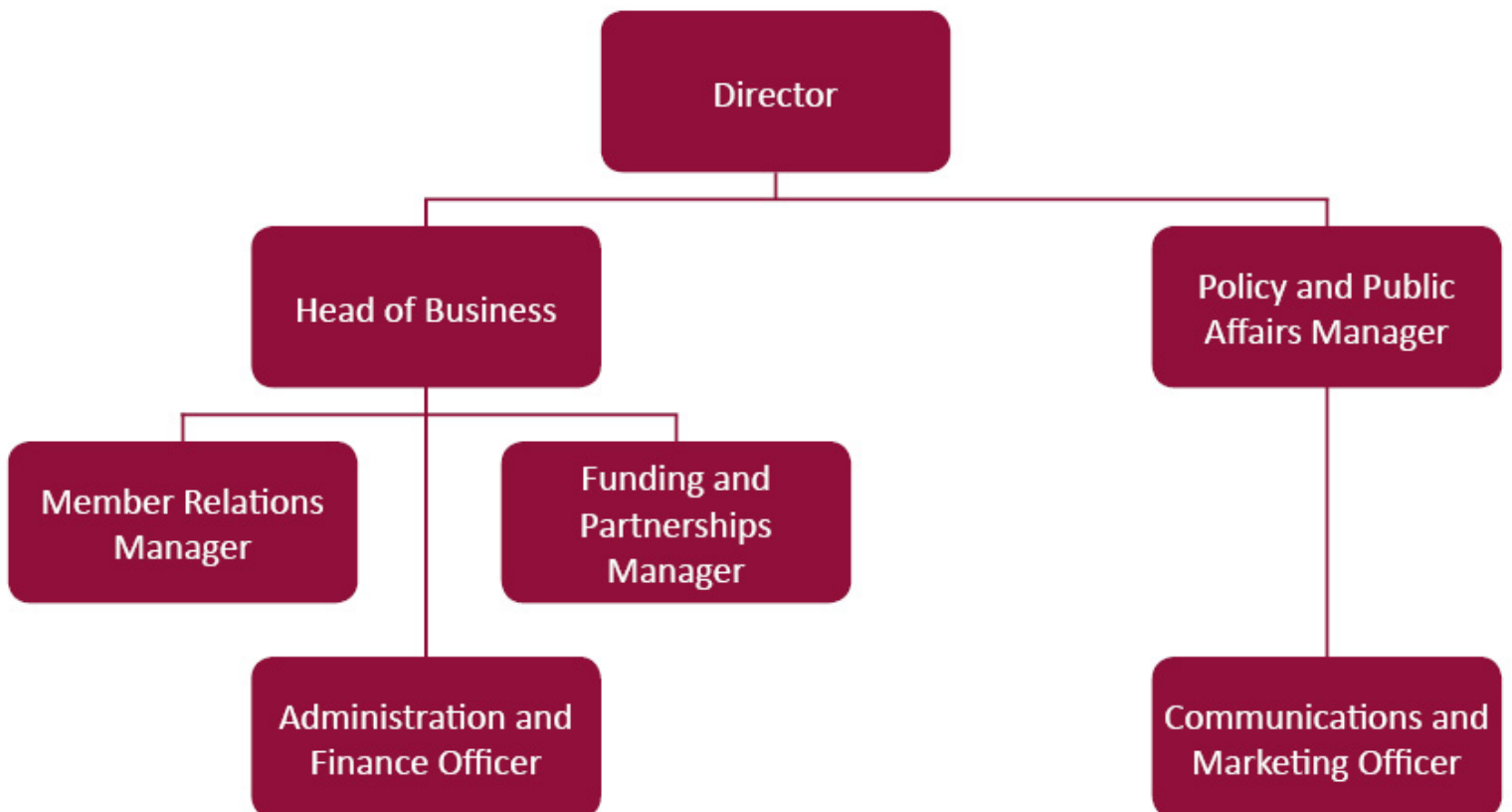
This is a fantastic opportunity to apply your skills and develop your potential in an organisation which is committed to supporting you in your career journey.

I am looking forward to receiving your application.

Ceri Meloy
Head of Business

Funding and Partnerships Manager

Our Structure



Funding and Partnerships Manager

Job Description



Post:	Funding and Partnerships Manager
Responsible to:	Head of Business
Salary:	£29,750
Contract:	Permanent

Purpose of the Post:

The post holder will work closely with the Head of Business in developing Tai Pawb's income generation strategy through new funding, projects, products and partnership opportunities. The post holder will build new - and maintain and enhance existing - effective partnerships with Members, Stakeholders and funding bodies and lead on the delivery of Tai Pawb's QED programme.

Key Duties:

- Work closely with the Head of Business on the further development and delivery of the Business Plan
- Develop Tai Pawb's fundraising strategy
- Contribute to the expansion and diversification of Tai Pawb's service and products offer for current and new markets in conjunction with the Member Relations Manager
- Keep abreast of existing and emerging funding opportunities
- Identify opportunities and develop ideas for creative income generation
- Develop project plans, manage smaller scale projects and support colleagues with other projects
- Provide monitoring and reporting information as required by Tai Pawb and any funding providers
- Coordinate the delivery and further development of Tai Pawb's QED quality mark with housing association members
- Develop Tai Pawb's corporate fundraising
- Actively engage, network and build partnering opportunities with members, stakeholders and funders
- Work strategically with the rest of Tai Pawb's team to develop insight and an evidence base to underpin Tai Pawb's activities
- Deputise for the Head of Business when required
- Support governance through taking part and contributing information for board meetings
- Take a lead on assisting Tai Pawb's members via our Members' Helpline
- Undertake any other tasks as may be required from time to time as a member of a small team with a national remit

Funding and Partnerships Manager

Person Specification



	Essential	Desirable
Knowledge	Relevant degree, professional qualification or experience	Institute of Fundraising qualification
	Knowledge of contacts relevant to income generation including trusts & foundations, corporates and public and/or housing sector	Understanding of the housing sector
	Comprehensive understanding of the third sector and the funding environment	Understanding of equality and diversity issues
Experience	Experience of developing income generating services and activities	
	Experience of forecasting and delivering income targets	
	Proven track record of securing grants, tenders and other considerable income streams	Experience of corporate fundraising/commercial partnerships
	Project development, management and delivery	
	Developing budgets	
Attributes	Highly creative, innovative, able to use lateral thinking	
	Excellent interpersonal skills, an ability to build effective commercial relationships with external stakeholders	
	Ability to identify business opportunities and think creatively about how best to take advantage of these	
	Ability to synthesise, identify patterns and make sense of disparate information and situations	
	Flexible, positively engaged and willing to accept change and challenges	
	Strong and demonstrable commitment to equality and diversity	

Funding and Partnerships Manager

Main Terms and Conditions



Salary:	£29,750
Family friendly:	Flexible working, flexi-time, contractual maternity/paternity/adoption/shared parental pay (above statutory), Tax Free Childcare
Pension:	Defined contribution pension (5% employer contribution)
Conditions of service:	35 hour week with a flexi-time working arrangement 25 days annual leave plus statutory and complimentary holidays
Probationary period:	6 months
Current Base:	Norbury Road, Cardiff, CF5 3AS
Travelling Expenses:	In line with NJC Rates
Language:	The ability to speak Welsh or other languages is welcome but is not considered to be a requirement for this post.
Equal Opportunities:	We are an equal opportunities organisation. We do not discriminate against applicants on the grounds of age, race, religion, nationality, sexual orientation, gender, gender identity, disability, marriage and civil partnership or pregnancy. We celebrate diversity and difference. It is a requirement that the person appointed demonstrates these values in how they work.
Responsible to:	Head of Business

How to Apply

- Go to www.taipawb.org/jobs
- Complete our application form and equality monitoring form
- Email it to andrea@taipawb.org by 12 noon, January 27th 2020
- Interview 1: 10-12:30pm, February 3rd 2020
- Interview 2: February 10th 2020