

JOB DESCRIPTION

POST	DFK Fundraising and Projects Co-ordinator
RESPONSIBLE TO	DFK Manager
SALARY/HOURS	£10,516 actual for 16 hours per week (days/times to be negotiated)
HOLIDAYS	33 days including Bank Holidays pro rata
LOCATION	Dementia Friendly Keighley Information and Support Centre
LENGTH OF CONTRACT	Initially fixed term for one year
PENSION OFFERED	Via Nest (Government Workplace Pension Scheme)

PRIME OBJECTIVES OF POST:-

- To lead on identifying and applying for funding to sustain existing, and develop new, services thus contributing to the longer term sustainability of support for people living with dementia and their families and carers in the Keighley district
- To set up, plan and project manage DFK's contracts so that they run efficiently, effectively and within budget.
- Regularly report to the DFK Trustee Board and funding bodies on funding expenditure and project outcomes and milestones.

MAIN DUTIES AND RESPONSIBILITIES:-

- Identify and coordinate bids for new funding and projects and manage any existing ones.
- To liaise with the DFK Manager, other staff, Trustees and volunteers to set up the projects
- Monitor and evaluate DFK projects to ensure appropriate records and documentation are kept in line with funders' and DFK's requirements.
- Compile regular reports on progress against objectives to the Board and to funders.
- Review options to join partnerships via funding bids such as Commissioning opportunities.
- Promote, and support interested organizations to work towards Dementia Recognition Awards
- Provide cover for the Information and Support Centre Co-ordinator during holidays, or other absence periods and assist with client referrals/appointments etc during busy periods.
- Any other reasonable duties that may be required.

ABOUT YOU:

- You will have experience of identifying funding sources, submitting bids and a track record of successful outcomes.
- You will have experience of managing and delivering project outcomes
- You will be an ambassador for DFK
- You will be committed to Equal Opportunities

Skills, knowledge, experience and attributes	Essential	Desirable
Track record of successful funding bids	√	
Experience of project management and delivering required outcomes within a set budget	√	
Excellent communication, organisational and priority-setting skills	√	
Able to demonstrate strong team working skills and maintain good working relationships internally and with external stakeholders	√	
Committed to Equal Opportunities and serving the diverse needs of all parts of the Keighley community	√	
High standard of education or equivalent experience		√
A personal and/or professional understanding of dementia and how it impacts on all aspects of life for people living with dementia and their family and carers		√
Understanding of the wider Voluntary sector, NHS Social Services and Residential Care in relation to Dementia		√