

Post:	Funding & Development Officer
Hours:	30 hours per week
Salary:	£30,000-£35,000 – depending on experience.
Location:	Hybrid – Main office address 41 Sefton Road, Litherland, L21 9HD
Contract:	Subject to a successful trial period and external funding. This post is currently funded up until 2027.
Accountable to:	Centre Manager and Board of Trustee / Directors.

This post is subject to Enhanced Disclosure by Criminal Records Bureau.

About LYCC

LYCC is a youth and community organisation dedicated to empowering young people, adults and strengthening local communities. We provide inclusive programmes, opportunities, and support that help individuals develop confidence, skills, and a sense of belonging.

We are seeking a motivated and strategic Funding and Development Officer to help secure the financial sustainability of our work and enable us to expand our impact.

Role Purpose

The Funding and Development Officer will play a key role in identifying, securing, and managing income streams through grants, partnerships, donations, and fundraising initiatives. This role will also support organisational growth by developing strategic relationships, improving funding processes, and enhancing the charity's visibility and impact.

The Funding & Development Officer will work closely with the Centre Manager to identify a strategic funding & finance plan to ensure sustainability for all the charities projects.

- To actively seek, source and manage funding that meets identified need for the centre/charity.
- To propose new ideas and projects that meet local identified need and social issues.
- To be the first point of contact for external funding organisations and contacts.
- To ensure all funding deadlines are met in terms of the application and evaluation process.
- To ensure funding evaluation reports meet the standard expect by individual external funders / grant makers.
- To develop and manage LYCC's monitoring and evaluation processes, using a range of in-house tools and resources along with introducing programmes and systems i.e. Plinth & Measure Up
- To attend regular meetings with the Centre Manager and key charity staff.
- To attend networking events, external training and conferences relevant to the role and development of the charity.

- To engage with LYCC beneficiaries of all ages to gain feedback to collate ideas for future funding streams and project ideas.
- Provide useful tools for evaluation and monitoring per funding stream. Ensuring the sufficient evidence is collated along the way.

In collaboration with the Centre Manager

- To develop short-term and long-term funding plans for the centre/ charity.
- To build and maintain external partnerships.
- To develop an LYCC funding strategy in line with the centres business plan, ensuring income generation and continuing to diversify income sources.
- To ensure the centres sustainability and future security through funding, partnerships and multi-agency, locality working.
- To ensure the development and sustainability of LYCC is in line with the charities aims, objectives and mission statement.
- Identifying opportunities for providing innovative, relevant and effective services for beneficiaries via a broad range of funding sources and income generation mechanisms.
- Liaising with the Centre Manager to review regularly the significant risks faced by the organisation - both internal and external - and ensure that systems and policies are put into place to mitigate and lessen identified risks.
- Ensuring that the Board receives relevant and appropriate advice, information and recommendations on strategy, service delivery, development and funding of existing and new services, financial management.
- To provide funding reports for formal Board meeting and collate updates when requested by the Centre Manager and/ or Board.

Person Specification

- Proven track record of securing funding from trusts, foundations, corporate donors and / or other means of philanthropy.
- Strong written and bid-writing skills, with the ability to craft persuasive, evidence-based funding applications tailored to the audience.
- Experience of managing donor/ funder relationships including reports and compliance.
- Ability to analyse financial information along with preparing project budgets and understand the accounts and financial situations of charities.
- Excellent communications skills – both written and verbal.
- Experience of and deep understanding of working with or within the voluntary sector and charitable based organisations.

This Job Description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing. It is expected that you undertake any other duties where mutually agreed, as assigned by the Centre Manager and/ or Board of Trustees commensurate with your pay grade, role and ethos of the charity.