



**European Union**  
European  
Social Fund



**Active  
Lancashire**  
SPORT / HEALTH / INSPIRE

# Role profile

## Funding Officer (part-time)



# Role profile

## Post

Funding Officer

## Salary

£33, 486 pro-rata; performance bonus may be negotiable

## Location

Hybrid working arrangement - combination of remote working from home and working from designated base (Leyland)

## Reporting to Director of Operations

## Contract

22 hour (negotiable) - initial contract reviewed at 12 months

## Benefits

Flexible working hours; free parking (Leyland based roles); access to Local Government Pension Scheme; 33 days holiday (pro-rata) inclusive of Bank Holidays plus additional discretionary Christmas Leave and Wellbeing Day; regular wellbeing activities, wellbeing hour and team development activities; A commitment to your professional development

## About Active Lancashire

Founded in 2000, Active Lancashire is the strategic lead for sport and physical activity in Lancashire. We are one of 43 Sport England led [Active Partnerships](#) that drive a sports and physically active delivery system across the country. Our role means that we engage partners, empower communities and enable individuals across the county so that they can reap the benefits of a more physically-active lifestyle.

Together with our partners, we achieve this by leading, facilitating and delivering [life-changing projects](#) and services across the county that tackle inequalities, transform communities and help people lead happier and more prosperous lives.

By joining our organisation, you will gain a better understanding of local communities and the issues they face, and how our partnership work tackles those issues. Your work will have a direct impact on our communities and bring positive change into people's lives.

## Our strategy - A Decade of Movement

In 2021, we launched our new strategy, marking an important moment in our history and an exciting moment for the future of Lancashire. 'A Decade of Movement' is based on the belief that every individual deserves to live an enjoyable and active lifestyle.

The links between increased levels of physical activity and improved health are well known and by getting more active, we know that individuals across the county can transform their lives. Our new strategy highlights that through our partner work and the delivery of our projects and services, we can use the power of physical activity to improve employment rates, decrease levels of deprivation and improve overall health in Lancashire.

We want to see a future where every person has access to, and benefits from a physically-active lifestyle. To learn more, we invite you to watch our strategy [video](#), or alternatively, you can download the summary document [here](#).



# Our values

Through living our values, we shape our own culture and influence those around us.

We believe in our values and will apply them every day in everything that we do from delivering our projects and services to our participants, engaging with our partners and stakeholders and working together as a team.

If you are applying for a job with Active Lancashire, you will be asked to demonstrate some of the Active Lancashire values and how they would apply in your everyday work. **You may want to think about work experience or volunteering you have done or experiences from your personal life such as helping friends or family.**

## Working Together



We drive partnerships and work collaboratively

## Everyone counts



We value, respect and appreciate every voice

## Forward Thinking



We are innovative, bold and strive to improve

## Influencing change



Inspire others to change behaviours and improve lives

## Passion



We are passionate about what we do and care how we do it

## People first



People are at heart of everything we do

# The role

This role will work closely with the Active Lancashire team and our partners to enable us to maintain and enhance the services we deliver throughout Lancashire in order to achieve our ten-year strategy “A Decade of Movement”. We know these are challenging times for so many and seek additional expertise in bid writing in order to retain existing services and develop new business across a wide spectrum of work areas. (Employability, Health, Criminal Justice, Children and Young People, Community Hub development, Skills Development and our Training Centre).

We seek someone who has a real interest in the work we currently deliver and the vision to see how much more we could provide. You will need to have an excellent track record in raising significant income on an annual basis and writing clear, persuasive and detailed proposals to obtain funding from a variety of sources. It will be most important that the appointee will work collaboratively with relevant Active Lancashire team members, including the Insight and Research team. The ability to work across a broad stake-holder group and co-produce with partners is equally important.

This new post will be able to shape the process for developing new ideas, testing them and then securing the resources for us and partners to test delivery. This requires someone who is definitely “Forward Thinking” and open to new ideas whilst committed to partnership and excellent team working.

# Responsibilities

- Research, design, write and submit detailed applications for revenue and capital funds to support our services.
- Lead the development of funding applications and work through a planning process with the team at initial and developmental stages and ensure that deadlines are met, whilst developing responses which are of a very high standard
- Complete pre-qualification documentation when required
- Work with Operations Managers and other team members to understand current plans and identify where can support insight gathering, the development of pilot work and secure funding for more extended delivery.
- Take responsibility for updating information on statutory body portals and keep abreast of any opportunities which may fit well with current priorities
- Investigate and keep abreast of potential funding opportunities, which may be of interest to Active Lancashire and their networks, key partnerships.
- Maintain and strengthen relationships with existing and potential funders.
- ✓ • Attend briefing and market warming events to establish local intelligence and potential partnerships to inform tendering processes.
- Develop and sustain positive working relationships with partner organisations and showcase the impact of the Active Lancashire partnership's working.
- ✓ • To be bold, proactive and creative in designing and developing new service models.
- Manage research and intelligence resources, including a bid library with core policies and procedures and management information readily available.

# Person specification

Applicants will be expected to demonstrate these experience, skills, abilities and attributes.

Selection criteria	Requirement
<b>Qualifications and training</b>	
Educated to degree level or equivalent professional experience	D
Relevant training regarding written communication and bid writing in particular	E
<b>Experience</b>	
At least two years' experience of researching and writing detailed proposals to obtain funding from a variety of sources.	E
Proven track record in raising substantial income through bid writing	E
Working with partnerships, pulling partnership bids together effectively	E
Experience of identifying a range of opportunities to meet the needs of organisations in which you have worked	E
Experience of co-production - engaging participants in shaping a new idea/ service	D
Experience of working within a team to develop ideas and bids	D
Experience of working in the voluntary sector and securing funding ideally with a health and well-being focus	D
<b>Skills, knowledge and attributes</b>	
Excellent communication skills - articulate in written and verbal communication, with the ability to produce high quality bid responses	E
Ability to work across a broad range of stake-holders within a complex organisation	E
Self-driven, pro-active, flexible and adaptable to change, with a "can do" approach	E
Strong analytical, interpretative and evaluative skills	E
Ability to form highly effective working relationships with the team and our partners which enables excellent joint working on bid development	E
Ability to work with minimum supervision, manage own workload and take responsibility for achieving results	E
Ability to prioritise within a busy workload and work effectively to tight deadlines	E
High level of IT skills and literacy	E



## Location

This role is based at the Leyland office with hybrid working, including some working remotely from home. Regular travel will be required around Lancashire to support delivery of events and attend networking events as required.

Homeworking risk assessments are carried out for all employees working from home.

## Application process

To apply, please submit a CV and cover letter providing details of your relevant experience/evidence of your achievements and explaining clearly why you are interested in the role and suited to it (based on the person specification), to [jobs@activelancashire.org.uk](mailto:jobs@activelancashire.org.uk) or apply via the website at [www.activelancashire.org.uk](http://www.activelancashire.org.uk).

If you would like an informal discussion about the role, please contact **Carol Ross, Director of Operations** on 07711 122737

**In addition, please provide the following information:**

- Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before a job offer is confirmed).
- Any reasonable adjustments we can make to assist you in your application or the selection process.

For information on how Active Lancashire processes your data, go to [Privacy Policy](#) | [Active Lancashire](#)

### Closing date

**Monday 11<sup>th</sup> July 2022, 5pm**

### First stage interviews

**Monday 18<sup>th</sup> July**

All successful candidates will have been contacted by 14<sup>th</sup> July. If you have not heard from us by this date, please assume your application has been unsuccessful.

We are an equal opportunities employer and we welcome applications from all suitably qualified persons regardless of their sex; religious or similar philosophical belief; political opinion; race; age; sexual orientation; whether they are married or are in a civil partnership; whether they are disabled; whether they have undergone, are undergoing or intend to undergo gender reassignment. We strive to ensure that our staff represent people from all backgrounds; this is not only the right thing to do but will ensure that we can achieve the best results for the communities that our organisation serves.

