

Role Description – Trainee Development Worker

<p>Background</p>	<p>Futurekraft supports primarily small and medium size charities, churches and community projects, who by their nature, need multiple and varied levels of support. As a team, we all possess appropriate skills and experience to help different types of charities develop and thrive. We're looking for a worker who can develop a good level of suitable skills in all areas. In addition, you will cultivate one or two unique skills that will contribute to the overall intellectual capital of our team. Your role will be approximately split 65% fundraising and 35% project development.</p>
<p>Purpose</p>	<p>Enable organisations to thrive; by helping them develop in bespoke, sustainable ways, and finding appropriate funding solutions.</p>
<p>Key duties</p>	<ol style="list-style-type: none"> 1. Provide support to lead workers on a range of projects Work with lead workers to understand the project you support, grasp the situation and the possibilities ahead, design projects and find places to go for funds to accomplish them. 2. Fundraising Raise funds through bid writing to grant making trusts, developing social enterprise, and other relevant forms of fundraising dependant on the client's needs. 3. Provide back office support Often back office support is required for the smooth running of the organisation - develop and/or strengthen these systems to facilitate this process. 4. Local needs analysis and community consultation Understand the needs of the local community to help the project deliver relevant services. Therefore, you might deliver a community consultation. 5. Scope/develop projects When all the relevant information is gathered, learn to write a development plan, depending on the size and needs of the project.

	<p>6. Team Work</p> <p>You will work as part of a larger team with other members bringing skills that you might not currently have. You will be encouraged to draw on their skills to make your offer to the clients you serve as strong as possible. It will also be your responsibility to offer your key skills to the wider team and contribute towards the wider development of Futurekraft.</p>
<p>Requirements</p>	
<p>Qualifications</p>	<p>Qualification to degree level is desirable but not essential</p>
<p>Experience</p>	<p>Will have experience in at least one of the following relevant fields of our work</p> <p>[Administration, Bid Writing, Project Management, Financial Management, Business Planning, Consultation, Monitoring & Evaluation, Reporting to funders, Strategic Development]</p>
<p>Practical Skills</p>	<ul style="list-style-type: none"> • Be a quick learner • Excellent writing skills • Excellent verbal communication skills • Comprehensive numeracy, literacy and IT skills • Good organisational skills, including an ability to prioritise and work on your own • Ability to work under pressure, manage your own workload and deliver work in a performance-focussed environment • Ability to conduct relevant research • Experience in project development is desirable but not essential • Experience of fundraising is desirable but not essential • Clear understanding of the church and charity context • Ability to work effectively both individually and as a member of a team

Motivation / Outlook	<ul style="list-style-type: none">• Have an active Christian faith• Have a commitment to self-development• Be able to believe in the causes of your clients and be tenacious to see them come to fruition• Be passionate about seeing communities thrive• Be self-motivated
Professional Development	All members of staff are required to commit to their own professional development by evidencing progress against the Futurekraft Competencies Framework.

