



MAY 1, 2025

# RECRUITMENT PACK

## WHITCHURCH COMMUNITY MANAGER

BIZED PROJECTS CIC  
42 High Street, Whitchurch, SY13 1BB





**Job Title:** Grants and Funding Associate

**Reports to:** Senior Management / Director

**Location:** Hybrid – Remote working with occasional attendance at 42 High Street, Whitchurch, SY13 1BB

**Working Hours:** 8 hours per week (initially), with flexibility

**Contract Type:** Part-time, fixed hours (with potential to grow)

**Salary:** Competitive, based on experience (to be discussed at interview)

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### **Role Overview**

The Grants and Funding Associate will be responsible for identifying, applying for, and managing grant opportunities to support BizEd Projects CIC's community-based digital and climate education initiatives. This role will also help shape the organisation's approach to impact reporting and ensure funded programmes stay on track in terms of spend and deliverables.

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### **Key Responsibilities**

- **Grant Applications:** Research and apply for relevant community, local authority, and charitable grant funding opportunities.
  - **Bid Writing:** Prepare high-quality funding applications with clear alignment to BizEd's mission, community impact, and programme goals.
  - **Funding Strategy:** Work with leadership to shape a sustainable funding strategy across multiple sources (grants, trusts, foundations).
  - **Impact Reporting:** Support and guide the design of data collection methods, outcomes tracking, and impact reports to meet funders' requirements.
  - **Budget Monitoring:** Work with programme staff to monitor spending against grant budgets and ensure compliance with funding conditions.
  - **Deadline Management:** Track submission and reporting deadlines, maintaining a clear calendar of upcoming opportunities and obligations.
  - **Collaboration:** Liaise with other team members (e.g., Hub Manager, Digital Skills staff) to ensure project outcomes align with funding commitments.
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### **Essential Skills and Experience**

- Demonstrable experience in writing successful grant or funding applications.
- Strong written communication skills and attention to detail.
- Good understanding of outcome-based funding and impact measurement.
- Ability to monitor budgets, timelines, and deliverables effectively.
- Organised, self-motivated, and able to work independently.
- Familiarity with the community, education, or third-sector funding landscape.

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### **Desirable Skills and Experience**

- Familiarity with digital inclusion or education-related projects.
- Knowledge of reporting tools (e.g., Excel, CRM systems, or funder portals).
- Relationships with local or regional funders.
- Experience developing organisational fundraising strategies.

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### **Why Work With Us?**

BizEd Projects CIC is a mission-driven social enterprise supporting digital inclusion and community empowerment. As a part-time, flexible role, this position offers autonomy and purpose, with the opportunity to help secure resources that directly benefit underserved communities.

## **JOB ROLE AND**

### **5. Recruitment Timeline**

<b>Stage</b>	<b>Date</b>
Application Deadline	15 <sup>th</sup> May 10pm
Shortlisting	15 <sup>th</sup> -16 <sup>th</sup> May
Interviews	19 <sup>th</sup> May
Offer Made	21 <sup>st</sup> May
Start Date	As soon as possible

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### **6. Equal Opportunities Statement**

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.

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### **7. Data Protection and Privacy Notice**

All application information will be handled according to UK GDPR standards. Your personal data will only be used for recruitment purposes and deleted within 6 months if your application is unsuccessful.

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### **8. Contact**

If you have questions about the role or the application process, please contact:  
**Laura Scotland or Vicki Ayton, [digital@bizedprojects.com](mailto:digital@bizedprojects.com)**

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*Last updated: 1<sup>st</sup> May 2025*