



Job Title: Funding Officer

Location: The Turning Point London NW10 4HT + agreed Hybrid

Hours: 21pw

Rate: £30ph (self employed basis)

Contract Duration: 6 months (fixed term) – Appropriate checks will be carried to verify right to work in the UK, and ensuing that the officer is DBS clear.

Application Deadline: 15.06.2025

Expected Interview date: 20.06.2025

Expected start date: 30.06.2025 or 07.07.2025

About CVS Brent

CVS Brent is a local infrastructure organisation strengthening and building an effective voluntary, community and social enterprise (VCSE) sector in the London Borough of Brent. We contribute to the creation of an independent, trusted and sustainable voluntary, community and social enterprise sector (VCSE); to further develop a thriving civil society. This is achieved through the provision of expert advice, information and guidance, networking and partnership work.

Brent is the 2020 London Borough of Culture(s) where people are proud of their culture and background. It is a vibrant London borough where the iconic arch of Wembley Stadium dominates the skyline. Spanning both inner and outer London, it is a borough of huge contrasts in terms of its economic, environmental, ethnic and social make up. Brent is the most ethnically diverse local authority in the country; this is evident to all who visit. Our long history of ethnic and cultural diversity has created a place that is truly unique and valued by those who live and work here.

About the Role:

The Funding Officer will play a vital role in supporting the development of the charity's funding strategy. Our mission through this role is to find stability and encourage growth.

This role is critical in helping raise essential funds, with a target of securing philanthropic and other income and grants within the contract period. Over the years CVS Brent has established a track record of building impactful partnerships with trusts, foundations, and other funders. Over the past two years it has had to overcome some issues that have affected its ability to generate funds to support the delivery of projects.

Our fundraising strategy aims to reinforce existing relationships and explore new funding opportunities, especially through trusts and foundations. The successful candidate will have a strong background in building relationships and securing funding, with a focus on maintaining connections with current supporters and engaging new trust funders.

Key Responsibilities:

- Complete a fundraising strategy
- Present the fundraising strategy to the Board of Trustees and Brent Council
- Identify funding and income generation opportunities
- Draft and submit applications to trusts and foundations for core and project funding
- Support the CEO and work with other staff members as required
- Secure philanthropic donations
- Become involved in our Strategic Review where relevant (June 2025 – October 2025).

About You:

- You have organisational development experience within a second-tier body or VCSE organisation
- Track record of successful fundraising and income generation
- Track record of developing successful partnerships in relation to fundraising
- Able to influence and negotiate with partners, funders and local government
- You possess excellent organisational skills, attention to detail, and the ability to work independently and as part of a team.
- Strong communication and relationship-building skills are essential, along with a passion for creating social impact.

Diversity and Inclusion:

CVS Brent is committed to increasing the diversity of our workforce. We strongly encourage applicants from minority backgrounds and applicants with disabilities to apply.

Application Information:

We recognize the potential benefits of using AI tools in the application process, but we encourage applicants to ensure their submissions reflect their authentic voice, experiences, and examples.

We may close this role ahead of the deadline upon receiving a suitable number of applications, so we encourage you to apply as soon as possible.

Submission:

The application is by CV and covering letter. Your letter should be no more than 2 pages in length, should explain both why you are interested in the post of Funding Officer and why you think you would be an excellent candidate for CVS Brent. Please apply by sending an email titled 002 Funding Officer to recruitment@cvsbrent.org.uk.