

Grant Writer

**Kildwick,
Cononley and
Bradley**

Role Description and Person Specification

The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults. Anyone appointed to this role will be expected to work within the relevant safeguarding policies and procedures, and to attend all required safeguarding training.

Role Description

Main purpose of the role	Write grant applications on our behalf to help us to repair our buildings and then to enhance them to be of better use to us and our communities
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What the role involves	You will be expected to: <ul style="list-style-type: none">• To carry out appropriate and detailed research and identify grants and funding that meet the needs of the parish• To clearly articulate the needs and impact that the income from trusts and grants will achieve and write successful bids• To ensure that relevant funding deadlines are met in good time• To research, prepare and submit well written applications based on information provided by the relevant internal and external partners• To write tailored applications, addressing grant making priorities and / or requirements as specified by individual trusts, foundations or grant making bodies• Be aware of and comply with all relevant safeguarding requirements• Ensure that personal data is stored securely• Attend meetings for your support, guidance or supervision
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When and where you will be doing it	From home
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Disclosure and Barring Service check	No DBS check is required.
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To whom you will be responsible	The vicar
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Safeguarding training requirements	The following safeguarding pathways will need to be completed: <ul style="list-style-type: none">• Basic Awareness
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Support you will be given	Regular meetings with the vicar
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Person Specification

Knowledge, skills, experience, personal attributes, qualifications or other requirements

This role requires someone who:

- Has a proven record of successful applications for funding from Trusts and/or other Grant making bodies
 - Has experience of researching Trust and Grant funding opportunities
 - Has the ability to plan ahead and work within agreed time frames
 - Has the ability to plan and prioritise own workload with minimum supervision
 - Is able to communicate a 'can do' attitude and a problem-solving approach to challenges
 - Pays attention to detail
 - Understands and maintains appropriate boundaries of confidentiality
 - Has access to the internet and is confident using email
 - Has good administrative skills
 - Has good communication skills
 - Has good computer skills
 - Treats everyone with respect and dignity
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Additional Information

The following information is relevant to **everyone** who has a role in the church.

Promoting a Safer Church Everyone must read and have access to the Church of England's safeguarding policy statement entitled [Promoting a Safer Church](#).

Training Everyone must undertake training that is relevant to the role. Most safeguarding training can be completed online via the Church of England's [Safeguarding Training Portal](#). However, face-to-face training will be provided to anyone who can't access the online portal. Safeguarding training needs to be refreshed every three years.

Policies and Procedures Everyone must read and comply with any relevant policies and procedures that have been approved by the PCC.

Document Approval

This document was approved by Mike Green on 27/01/2025.