Dear Applicant,

**Commisioning & Grants Manager**

Many thanks for your interest in the above role.

I established Richard Newton Consulting in 2011 as a management consultancy to support organisations from the not-for-profit sector. Since 2011, we have provided a range of services in several key areas –

* Funding and fundraising
* Project management
* Quality assurance
* Governance
* Strategic development

Full details of all our services are available on our website [www.richard-newton.co.uk](http://www.richard-newton.co.uk)

It is testimony to the impact that we deliver to our clients that the business has grown year on year. Our support is focused primarily at the not for profit sector and we have a portfolio of clients that range from small community focused organisations through to large international charities. Clients include National Theatre Wales, Clwb Ifor Bach, Volcano Theatre, Save the Children, Portsmouth Festivities, London Learning Consortium, Voices from Care, EYST, Twin Training, WCVA and the Chartered Institute of Fundraising and Wales Co-op Centre.

Whilst funding and fundraising are our core business, our work continually expands. We are involved in the delivery of business planning, feasibility studies and evaluation reports. There’s a natural link between all this work and, whilst the main focus of the role is commissioning, we would expect the successful applicant to be able to contribute to all these areas of delivery as well as manage their allocated accounts.

We are a growing team who work hard but have fun. 2021 is a key year for the Company as we reach our tenth birthday. It’s looking as though next year will be our busiest yet. I hope you may be up for the challenge of joining us.

This is a re-advertisement and as such we are now assessing applications on a rolling basis

I look forward to receiving your application which should comprise of a CV, along with a covering letter outlining your suitability for the role, to be sent to recruitment@richard-newton.co.uk with the title **Commisioning & Grants Manager** in the subject line.

Many thanks for your interest in our work, and good luck with your application.

Please email me, via my assistant Sharon – sharon@richard-newton.co.uk - should you have any queries.

Yours faithfully,



Richard Newton

Director