**Richard Newton Consulting**

**Commissioning & Grants Manager**

**Job Description**

Hours – 37.5 per week

Location – flexible – once Covid-19 restrictions lift, the applicant must be prepared to attend our Cardiff office at least 2 days a week. Full time office working can be facilitated in our Cardiff office

Salary – £30,000 - £32,000 per annum

Holiday – 25 days

Responsible to – Rachal Minchinton, Deputy Director, Richard Newton Consulting

Key Roles

* To account manage nominated clients as determined by the Director / Deputy Director
* To lead on nominated large statutory and grant funding applications including drafting responses, proof reading applications, developing budgets, compiling supporting and qualifying information and obtaining sign off with clients.
* To support business development activities, including working with clients and funders to broker commissioning relationships and alerting clients to potential funding opportunities
* To work with the Director / Deputy Director and clients on feasibility studies and business plans to inform future funding bids
* To assist the Director / Deputy Director in the preparation of applications, reports, options appraisals and business plans on behalf of clients
* To contribute to Consultancy management information systems including databases, funding pipelines
* To maintain successful records – including monthly billing information for clients
* To be a first point of enquiry to clients for the business and act as an ambassador for all services provided by the consultancy
* Other reasonable requests made by the Director / Deputy Director

Key Skills, Experience and Competencies required

* A track record of successful bid writing
* An understanding of UK grant funding and commissioning environments
* Experience in using key tendering portals including e-tenderwales, ECLAIMS, etc.
* Research skills
* Excellent communication skills including verbal skills and report / bid writing
* Budget development
* The ability to maintain key relationships with clients that deliver sustained business
* The ability to manage multiple projects at one time
* Effective time management
* Attention to detail
* Good IT skills including use of full Microsoft Office suite
* Excellent record keeping
* A knowledge of government policies and processes
* Experience of working with, or for, the not-for-profit sector
* Knowledge of the charity sector and the arts sector in Wales
* A team player but prepared to take on individual responsibilities
* A commercial focus
* Prepared to work at times outside of regular office hours or at locations away from the office

Desirable

* An understanding of the post 16 training environment
* The ability to speak Welsh
* Access to a car