



Post title: **Engagement and Funding Officer**

Hours of work: 22.5 hours per week

Salary: £27,500 per annum

Duration: Permanent

Responsible to: Director of Growth and Engagement

Location: Based at MVA, Chatham

### **Purpose of the Role**

The Engagement and Funding Officer will support MVA's growth, sustainability and external engagement by contributing to funding development, partnership working and engagement activity.

Reporting to the Director of Growth and Engagement, the post holder will support the research, preparation and administration of funding applications and reports, deliver engagement and promotional activity, and help maintain strong relationships with community organisations, funders and stakeholders.

The role is operational and delivery-focused, supporting strategic objectives through high-quality funding support, accurate data management and effective engagement with communities and partners.

### **Key Responsibilities**

#### **Funding Development & Support**

- Support the Director of Growth and Engagement with the identification and research of funding opportunities, contracts and development opportunities aligned to MVA's strategic priorities.
- Assist in the preparation, drafting and submission of funding bids, expressions of interest, tenders and supporting documentation.
- Support the coordination of information required for funding applications, including budgets, policies, impact data and partner contributions.
- Maintain accurate records of funding opportunities, applications and outcomes, supporting pipeline management and organisational planning.
- Contribute to funder reporting, case studies and impact summaries, ensuring accuracy and timely submission.

#### **Engagement, Partnerships & Profile**

- Support engagement with community groups, voluntary organisations, funders and partners to strengthen relationships and encourage participation in MVA's work.

- Deliver engagement activity that supports MVA's profile, influence and visibility across relevant networks and partnerships.
- Represent MVA at meetings, forums and events as required, promoting MVA's services, programmes and values.
- Support inclusive engagement approaches that reflect MVA's commitment to equality, diversity and community-led practice.
- Collect feedback, insight and intelligence from engagement activity to inform funding, service development and organisational learning.

### **Communications & Promotion**

- Support the promotion of MVA's work and impact through newsletters, social media, presentations and other communication channels, working with relevant colleagues.
- Assist in gathering stories, quotes and case studies that demonstrate impact and support funding and engagement activity.
- Lead on social media content and deliver on the engagement strategy to enhance MVA's online profile

### **Monitoring, Reporting & Systems**

- Support the collection, monitoring and analysis of engagement, funding and outcome data to meet funder and organisational requirements.
- Ensure CRM records are completed accurately and in a timely manner to support reporting, engagement tracking and learning.
- Assist with the preparation of reports, statistics and updates for funders, senior staff and Trustees as required.
- Support quality assurance processes to ensure funding and engagement activity meets funder, contractual and organisational standards.

### **Internal Collaboration & Support**

- Co-ordinate with Data & Monitoring Officer to support the delivery of growth and engagement workplan activities.
- Work collaboratively with colleagues across MVA to ensure consistent messaging and a joined-up organisational offer.
- Provide administrative and operational support to the Director of Growth and Engagement as required to support delivery of strategic objectives.

### **General Responsibilities**

- Work within the framework of MVA's Equal Opportunities, Safeguarding, Health and Safety and other organisational policies.
- Attend supervision, appraisal and agreed training.
- Undertake additional duties commensurate with the role as delegated by the Director of Growth and Engagement

## **Person Specification**

### **Experience**

#### **Essential**

- Experience supporting funding, engagement, community development or project-based work.
- Experience generating marketing and promotional copy.
- Experience working with community organisations, partners or stakeholders.
- Experience collecting, recording and reporting data accurately.
- Ability to work independently while contributing effectively as part of a team.

#### **Desirable**

- Experience contributing to funding applications, tenders or funder reports.
- Experience supporting engagement events, communications or promotional activity.
- Experience working within the voluntary and community sector.

### **Knowledge**

#### **Essential**

- Understanding of, or experience working within, the voluntary and community sector.
- Awareness of data protection, confidentiality and safeguarding requirements.
- Understanding of equality, diversity and inclusion with a commitment to inclusive practice.

#### **Desirable**

- Awareness of health, social care or statutory sector environments.
- Knowledge of local VCSEF infrastructure or community development.

### **Skills**

#### **Essential**

- Strong written and verbal communication skills.
- Good research and information-gathering skills.
- Well-developed ICT skills, including social platforms, CRM systems and Microsoft Office.
- Ability to analyse information and present it clearly.
- Strong organisational skills and attention to detail.
- Ability to manage competing priorities and meet deadlines.

### **Personal Attributes**

#### **Essential**

- Proactive, reliable and well-organised.
- Positive and collaborative approach to work.
- Flexible and adaptable, with a willingness to learn.
- Commitment to quality, accountability and continuous improvement.
- Ability to travel independently within the service area and flexibility in working hours.