

Funding Officer
Co-op Foundation

The Co-op Foundation is Co-op's charity – set up to help communities work together to make things better. We aim to make a positive contribution to society, and support communities to overcome social, economic and environmental challenges. You can find out more about the Co-op Foundation here: <https://www.coopfoundation.org.uk/>

In this role, you'll form part of a team that designs and delivers a wide range of youth, environmental, digital and social enterprise funding programmes across the UK. You'll have the opportunity to support the delivery of a diverse portfolio and work with a range of organisations. If you can bring energy, drive and a real passion for our Co-op values, we can offer you an exciting opportunity to have a real impact on communities, through the delivery of a new Co-op Foundation's strategy. You'll be joining a team who are driven to create a fairer world.

In this role, you'll be a key member of the Foundation team, overseeing multiple key work areas in line with the delivery of our strategy. We'll look to you to be involved in the whole funding lifecycle and to gain valuable exposure across the Foundation. You'll play a key role in making sure that the Foundation's strategy is translated into high-quality funding programmes on the ground: this'll rely on you building strong partnerships with external organisations, so you'll need to be an excellent communicator and relationship manager.

What you'll do:

- deliver Foundation programmes, building meaningful relationships with funded partners and acting as a key internal and external contact for all operational activities
- keep up to date with external developments and learning in the charity sector, to inform strategic decision-making and to improve knowledge across the Foundation team as we develop and design new funds
- contribute to the implementation of Foundation policies and procedures to support continuous improvement
- attend and contribute to team meetings, presenting information and updates on your work areas, including your assessment and recommendations on funding requests
- contribute to communications activity in support of the Foundation's objectives (including social media, report-writing, attending events) and act as key point of contact for incoming enquiries

This role would suit people who have:

- knowledge of the funding or charity sector, or a keen interest in building a career in this area
- some understanding of the funding lifecycle (from design and development through to delivery, evaluation and closure)
- effective communication skills – both written and verbal
- the ability to build and maintain meaningful relationships with key partners both internally and externally

- strong project management or organisational skills with the ability to work independently and prioritise your workload effectively

Why Co-op?

Here you'll do work that matters. We're a commercial organisation with a purpose beyond profit, you'll have an opportunity to help us build a stronger Co-op and stronger communities. You'll also get a package that includes:

- competitive salary
- coaching, training and support to help you develop
- pension with up to 10% employer contributions
- annual incentive scheme
- 28 days holiday (rising to 32 in line with service)
- discounts on Co-op products and services

Building an inclusive work environment

We're actively building diverse teams and welcome applications from everyone. But simply having a diverse workforce is not enough. We aim to build an inclusive environment, where everyone can contribute their best work and develop to their full potential. We celebrate our differences, and recognise the importance of teams reflecting the communities they serve.

We can make reasonable adjustments to our interview process according to your needs. And we offer a flexible working environment so you can adjust your hours to suit your personal circumstances. You can find out more about Co-op people policies at coop.co.uk/peoplepolicies.

As part of your application you'll need to complete an online assessment. It will take you around 12 minutes to complete this test.

1 permanent position available, part-time hours can also be considered.