



SENAC

Special Educational Needs Advice Centre

**APPLICANT INFORMATION
PACK
FUNDING DEVELOPMENT
OFFICER**

SENAC is a charity registered with the Charity Commission for Northern Ireland 101355

Limited Company NI48698

Graham House, Knockbracken Healthcare Park, Saintfield Road, Belfast BT8 8BH

Thank you for your interest in this opportunity to join a dedicated team committed to the provision of charitable services to support vulnerable children and their parents and carers. Included in this pack is information about SENAC and the role of Funding Development Officer to assist your decision to apply for this post.

About SENAC

The Special Educational Needs Advice Centre (SENAC) is a regional charity, set up in 2003 to help meet the educational needs of children and young people with learning difficulties and disabilities throughout Northern Ireland. SENAC provides independent advice and information on the statutory special educational needs system. A team of five part time staff and volunteers advise and support up to 1000 families per year to secure special educational needs provision for the children.

Access to independent advice for families of children with SEN and disabilities is vital to address the detrimental impact of unmet special educational needs on the children and young people, compromising their educational opportunity to meet their full potential.

SENAC is governed by a Board of Directors who give voluntarily of their time and expertise.

Our mission

SENAC are committed to the promotion and safeguarding of parents' and children's rights within the Special Educational Need's legislative framework to advance children's educational opportunities and ensure the best educational provision is available within schools for individual needs.

Our services

A confidential SEN Adviceline
Tribunal Support and Representation for families appealing to the SEND Tribunal
Community Support Service providing workshops on the SEN Framework for parents and community groups.
Advocacy Service engaging with families, schools, and the Education Authority on SEN provision.

Funding Development Officer

About the role:



Delivered by

THE NATIONAL LOTTERY
COMMUNITY FUND

This post is funded by the Dormant Account Funds NI.

Sustainable funding is critical to the continuation of SENAC's services. The Funding Development Officer will be a key role in supporting the Charity's ability to sustain services. It is an exciting opportunity to bring a more strategic focus to a successful charity entering its third decade of helping vulnerable children and young people in our society. The successful candidate will proactively identify and position SENAC for appropriate funding opportunities and diversify income, while cultivating relationships to financially support our charitable mission.

This role requires applicants with professional experience securing funds from Trusts, Foundations, Corporate Sponsorship or successfully creating income diversification. You must be a good negotiator, be proactive, and have excellent communication and networking skills. The ability to write compelling proposals, and confidently present to prospective partners and interested parties is a must for this role.

Empathy with SENAC's charitable mission and a recognition of the need to sustain our work should be the motivation for your interest in this role.

Please consider carefully, the full criteria and job description. To apply please forward complete the Application Form and return to [**heather.larkin@senac.co.uk**](mailto:heather.larkin@senac.co.uk) by the closing date. Please ensure you complete the Application Form as instructed, ensuring you have demonstrated that you meet the criteria for this role. Candidates will be shortlisted for interview based on the information provided in the Application Form demonstrating all criteria for this position have been met.

We welcome enquiries about the role.

We look forward to hearing from you.

Role Details and Job Description

Title:	Funding Development Officer
Location:	Office, Home Based or Hybrid as agreed
Hours Per Week:	Part-time 24 per week.
Working Pattern:	Flexible. Can be discussed and agreed prior to appointment. May require occasional evening work.
Salary:	Year 1 £33,299 pro rata (24hrs per week £21,599 monthly gross £1799.91)
Reporting To:	SENAC Board
Contract:	Fixed Term from date of appointment until Project completion end of December 2025
Key Benefits:	<ul style="list-style-type: none">• Peoples Pension Scheme with 3% Employer Pension Contribution.• 28 days pro rata paid annual leave plus public and bank holidays.• Flexible approach to where and when you work.• Free onsite parking at SENAC's office.
Additional info:	Appointment will be subject to satisfactory references and a satisfactory Criminal Records Check

Main function of Role:

To identify and develop partnerships, strategic relationships, and funding opportunities in order to generate and diversify income which will strengthen and sustain SENAC's services and progress it's charitable mission.

Key responsibilities and duties:

- Research, identify, and progress funding opportunities and strategies for diversification of income including exploration of digital solutions.
- Build and maintain knowledge of the funding landscape, including researching and monitoring philanthropic trends, as well as the activities and funding plans of Foundations, Grant-making Trusts, and corporate organisations, to identify opportunities for SENAC in line with organisation and service needs.
- Develop, and present tailored proposals and presentations to inform corporate organisations, funders, donors, and partners (hereafter referred to as 'key stakeholders') on SENAC's mission and services, with the objective of gaining financial support.
- Ensure resulting contracts or agreements with key stakeholders are financially sound and are operationally and contractually deliverable within SENAC's capacity.
- Proactively maintain positive communication and engagement with key stakeholders, nurturing, progressing, and reviewing relationships and partnerships and act as the key point of contact for these stakeholders.
- Maintain and monitor SENAC's grants and contracts portfolio ensuring compliance with funding agreements and reporting requirements.
- Draft funding bids/tenders/grant applications
- Regularly report to SENAC Board as required.
- Liaise with colleagues on SENAC's staff team to inform and support plans and activities.
- Maintain efficient record keeping and file management and confidentiality in line with SENAC's policies and procedures.
- Adhere to all SENAC's policies and procedures, including file management and confidentiality.
- Use of social media platforms to support the function of this role.
- Attend staff, committee meetings and training activities as required.
- Contribute to and participate in organisation strategic planning and the overall development of the Charity as required.

Personnel Specification

	ESSENTIAL	DESIRABLE
Qualifications		Third level qualification
Experience	<p>Minimum of 2 years professional experience raising substantial funds (ie 4,5, or 6 figure amounts) through strategic partnerships, grant awards, corporate partnerships or cultivating donor relationships.</p> <p>Experience of building a relationship with a partner/funder which has secured longer term funds and development of your organisation.</p>	Development and management of a portfolio of corporate partners/funders in a professional capacity.
Skills/ Attributes	<p>Ability to successfully write funding bids/applications.</p> <p>Excellent communication and negotiating skills.</p> <p>Ability to present to a range of relevant stakeholders.</p> <p>Competent in use of Microsoft Office Suite including Powerpoint, Word and Excel.</p> <p>Empathetic approach, supportive of SENAC's mission.</p>	Ability to understand and interpret accounts, project budgets and forecasts.

How to apply

If you meet the requirements and criteria for this post, please forward your completed Application Form ensuring the information provided in your application fully demonstrates with examples from your professional experience how you meet the criteria for this role to heather.larkin@senac.co.uk by 5.00pm on the closing date 21st August 2023. Applications received after this time and date will **not** be considered for shortlisting.

Candidates will be shortlisted for interview based on the evidence within their Application Form that each criterion for this position has been met.

The decision to shortlist applicants to the next stage of the recruitment process will be initially based on the Essential Criteria set out in the Personnel Specification. If further shortlisting is necessary, for example, where there are a high number of applicants for the post, then the Desirable Criteria may be applied.

If you are shortlisted for interview, further information on the interview will be forwarded. **Applicants not shortlisted will be notified.**

Thank you for taking the time to consider this information.

To learn more about SENAC please visit www.senac.co.uk