



Charity Growth & Impact Officer

Organisation: KnownValuedLoved

Location: Home based currently, with the ability to travel to Chesterfield and Derby

Salary: £22,000 Full Time Equivalent, per annum (paid on a pro-rata basis)

Reports to: The Chief Executive Officer

Contract type: Permanent

Working hours: Part time, up to 7.5 hours per week to be worked flexibly to suit the needs of the charity (this will be reviewed annually, or as the needs of the charity changes).

Holiday Entitlement: 28 days annual leave per holiday year pro rata (including statutory bank holidays) plus, the days falling between Christmas Day and New Year's Day.

KnownValuedLoved is a charity that was set up in 2019 and was given registered charity status in February 2020. The charities' purpose is to ensure all children and young people have access to high-quality education as a basic human right. KnownValuedLoved works independently, and partners with local and national organisations in countries impacted by conflict.

We are seeking to recruit a Growth & Impact Officer (GIO) who will be committed to the values and aims of the charity and will be responsible for supporting the growth of the charity. The role will also involve supporting the implementation of impact measures for our projects and preparing evidence to demonstrate this. As GIO your main responsibility will be to assist with the growth of the charity by taking a dynamic approach to generating funding, donations and grant support opportunities, being a lead for fundraising projects (including grants/ corporate partnerships) as well as monitoring and evaluating the impact of the projects.

The successful candidate will have the following:

- Excellent communication skills (both verbal and written), creativity, attention to detail, polite, organised, honest, dependable, and punctual
- Good teamworking skills and able to work on their own initiative
- The ability to work at a fast pace and within a fast-changing environment
- Proficiency in all Microsoft Programs including, Excel, Word, and Outlook
- Excellent critical thinking skills
- Experience within a charity setting
- Proven fundraising and impact monitoring experience
- Proven experience of working to deadlines

The successful candidate's duties will include the following:

General Duties and Responsibilities

- Support the development of new projects in countries and communities impacted by conflict - within the framework and objects of the charity
- To proactively identify new and emerging grant and trust funding opportunities, submission of bids, tendering and reviewing of applications
- To develop corporate relations and partnerships, to enhance corporate fundraising



- To identify key fundraising opportunities and to lead on fundraising projects
- To work closely with the CEO on the charity growth strategy
- To work closely with the Social Media & Communications Officer to identify target markets and to increase engagement with the charity
- To deliver income generated targets
- To monitor and evaluate the projects, producing impact reports as required
- To keep up-to-date with current best practice, guidance and policy with regards to worldwide education
- Function as a point of contact for external bodies / charities
- Be an advocate for the charity - may be required to attend events or meetings in the evening or at the weekend
- Champion the efficient, effective, and adaptive inner workings of our team, supporting staff, volunteers, and Trustees to be their best

Finance/ Resources Management and HR

- Work within agreed specific budgets, report variances and highlight areas of potential overspend or concern

Communication/ Documentation

- Communicate effectively across a wide range of audiences
- To build and maintain positive relationships with accounts and project stakeholders
- Be transparent in all communications with stakeholders and members of the public
- Report to the CEO on a regular basis, and the trustees where appropriate
- Develop a good working relation with stakeholders, clients, and partner bodies to ensure the aims of the charity are met

Supervision/ Staffing

- Contribute to the safe working and development of staff and volunteers
- Contribute to the support and development of any volunteers and short- and long-term staffing placements
- Meet legislative and all relevant regulatory requirements

Personal Development/ Performance

- Demonstrate a commitment to continuing personal and professional development
- Observe and define priorities and timetables in the achievement of strategic and operational objectives

This list is not exhaustive of all the duties required under the role.



Benefits of working with us:

- Opportunity to join us early in our growth and play an integral part in our future
- Changing lives for the better
- A competitive salary and flexible working
- Enhanced holiday entitlement

How to Apply:

If you are enthusiastic about our work in education development in communities impacted by conflict please provide:

- A current comprehensive CV outlining your key achievements in previous and current roles
- A cover letter written to our CEO, explaining how you believe your skills and experience match the requirements of the role
- Details of two referees (who will not be contacted without your prior consent)

Applications are due by 31st August at the latest. KnownValuedLoved reserves the right to close the application process early, should sufficient applications be received. The strongest candidates will be contacted for the first-stage interview, which will take place in September 2022.

Email admin@knownvaluedloved.org to apply or for more information. We look forward to hearing from you.