

# BRIGHTON *AND* HOVE - CITY MISSION -

*since*  
**1849**  
*Serving the City, Church & Christ*



## GRANT AND BUSINESS RELATIONS MANAGER



BRIGHTON AND HOVE CITY MISSION



BRIGHTONCM

[WWW.BHCM.ORG.UK](http://WWW.BHCM.ORG.UK)

Brighton and Hove City Mission, Calvary Church Building, Stanley Road, Brighton, East Sussex, BN1 4NJ | 01273 609484 | [office@bhcm.org.uk](mailto:office@bhcm.org.uk)  
Registered Charity: 1111067 | Company Number: 5521111

**Job Title:** Grant and Business Relations Manager

**Hours:** 35 (5 days)

**Salary:** £21 420 (BHCM Band B)

**Annual Leave:** 28 days (pro rata)

We are looking for someone who is passionate about seeing kingdom growth in Brighton and Hove. The ideal person would need to enjoy researching new avenues of funding, whilst maintaining well established relationships with grants and businesses. Our Head Office team consists of three members who look after all other areas of funding, communication, and publicity.

**Summary of Main Responsibilities:**

- 1.) Manage all BHCM grant and business fundraising initiatives.
- 2.) Represent BHCM at meetings and in churches.
- 3.) Explore all grants available for funding (approx. 90% of the time).
- 4.) Explore all local businesses for funding (approx. 10% of the time).
- 5.) Work in conjunction with the Head Office team on events and publicity.
- 6.) Represent the City Mission at all events and in churches.

**MAIN RESPONSIBILITIES:**

**1.) Manage all BHCM grant and business fundraising initiatives.**

- 1.1. Maintain a coordinated approach to fundraising.
- 1.2. Manage workload for all grant and business fundraising volunteers
- 1.3. Work in conjunction with all Team Leaders to understand their projects.
- 1.4. Work in partnership with the Office Manager to understand the management figures, team budgeting, and annual accounts.
- 1.5. Produce reports for the team and publicity.

**2.) Represent BHCM at meetings and in churches.**

- 2.1. Strive towards fulfilling our mission statement of serving the city, Church, and Christ.
- 2.2. Represent BHCM by making presentations in churches.
- 2.3. Occasionally attend business and networking meetings.

**3.) Explore all grants for funding (approx. 90% of the time).**

- 3.1. Build relationships with grant officers.
- 3.2. Manage all existing grant applications.
- 3.3. Re-apply for previously received funding from grants.
- 3.4. Research all possible avenues of funding from grants.

**4.) Explore all local businesses for funding (approx. 10% of the time).**

- 4.1 Build relationships with local businesses.
- 4.2 Manage all existing business relationships, often in conjunction with Brighton Food Bank Team Leader.
- 4.3 Assist Brighton Food Bank Team Leader with supermarket collection days.
- 4.4 Research all possible avenues of funding from businesses.



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**5.) Work in conjunction with the Head Office team on all events and publicity.**

- 5.1 Work in conjunction with the Office Manager on event planning.
- 5.2 Work in conjunction with the Media and Communications Manager on publicity.
- 5.3 Work in conjunction with the Mission Director on being the public face of the City Mission.

**6.) Represent the City Mission at all events and in churches.**

- 6.1 All our staff must strive towards fulfilling our mission statement of serving the city, church, and Christ.
- 6.2 All staff members are expected to be at weekly prayer meetings, and at all City Mission events, in accordance with the Mission diary.
- 6.3 All staff members will be expected to represent the City Mission by making presentations in churches and producing written reports for publicity.

Based on the above strategies, you will be encouraged to set yourself specific goals for each twelve month period. This will form the basis for discussion at your annual appraisal interview, and will be shared with the team, as a whole, at our yearly 'Dreams Day'

**PERSON SPECIFICATION:**

**People Skills:**

Excellent communication skills, verbal and written.  
Public speaking and presentations skills.  
Good people skills.

**Strategic Skills:**

Excellent decision making skills.  
Ability to work both individually and within a team.  
Time management skills to manage your own workload.  
Persistence and patience.

**Knowledge and experience:**

Good knowledge of Christian networks.  
Good understanding of professional language.

**Desirable:**

Experience of fundraising.  
Knowledge of the charity sector.  
Existing relationships with grant officers.  
Experience of business networking.  
Ability to read accounts.  
Hold a valid UK driving license.

It is an occupational requirement that the Grant and Business Relations Manager demonstrates a clear commitment to the Christian faith.

**Application closing date Friday 1<sup>st</sup> March 2019**



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