

# Bolton

# Together



## Funding Officer

## Recruitment Pack

# A Message from our CEO: Louise McDade



We are proud to work in close partnership with other organisations to support children, young people, and families in Bolton. We are delighted that you are considering being part of this mission and joining our dedicated team. At Bolton Together, we invest in our staff and each team member is given the opportunity to influence what we do.

We are a flexible, responsive organisation, with induction and support in place for each new team member and ongoing support within the role. We look forward to receiving your application to be part of our team.

Good Luck!

## Bolton Together

Bolton Together is the consortium for the voluntary and community sector dedicated to children, young people and families in Bolton. We have 41 member organisations delivering a range of services to diverse families in Bolton. The main programmes that we deliver are IThrive, The Early Years Programme, and Youth Work programmes including the Holiday Activity and Food Programme in the school holidays and the Youth Against Violence Project. Our role is to secure and allocate funding to our members and facilitate our members partnership delivery.

<https://bolton-together.org.uk/>

# Funding Officer

**Salary:** £27,000 for full time hours pro rata – actual salary £16,200

**Length of Contract:** Fixed Term for 18 Months

**Hours of work:** 21 Hours Per Week (can be worked flexibly - secondments considered)

**Reporting to:** Head of Programmes and Partnerships

**Location:** Hybrid (remote and Bolton-based)

**Application Deadline:** 11th June 2026 by 4PM

**We may close this vacancy early if we receive a high volume of eligible applications. We encourage you to submit your application as soon as possible.**

## About Us:

Bolton Together is the consortium for the voluntary and community sector dedicated to children, young people and families in Bolton. We have 41 member organisations delivering a range of services to diverse families in Bolton. The main programmes that we deliver are IThrive, The Early Years Programme, and Youth Work programmes including the Holiday Activity and Food Programme in the school holidays and the Youth Against Violence Project. Our role is to secure and allocate funding to our members and facilitate our members partnership delivery.

<https://bolton-together.org.uk/>

## The Role:

We are recruiting a Funding Officer to support the implementation and coordination of the innovative National Lottery You Decide - Communities in Charge Project. This is a great opportunity to be part of a new approach for the National Lottery – and will influence how funding is distributed now and in the future. It will influence who makes the decisions, locally and nationally, and the Project will enable young people to become decision makers in Bolton. This project will fund more organisations to support children and young people, with grants designed by young people themselves. This post is funded by the National Lottery Community Fund.

**To apply, please submit your CV together with a covering letter (max 2 pages) clearly demonstrating how you meet the job criteria. Applications must be received by 4pm on 11th June and should be emailed to [boltontgether@boltontgether.org.uk](mailto:boltontgether@boltontgether.org.uk)**

Please click this link and download our Equality and Diversity Form: [Equality-and-Diversity-Form.docx](#) and email to [Anne.gray@boltontgether.org.uk](mailto:Anne.gray@boltontgether.org.uk)

Completing this form is not compulsory and will not affect the outcome of your application.

**We value authenticity and are looking for individuals who can demonstrate genuine interest and alignment with our role and mission. Please ensure your application and cover letter reflect your own voice and experience. Applications generated using AI tools may not be considered.**

# Funding Officer Job Description

**Salary:** £27,000 for full time hours pro rata – actual salary £16,200

**Length of Contract:** Fixed Term for 18 Months

**Hours of work:** 21 Hours Per Week (can be worked flexibly)

**Reporting to:** Head of Programmes and Partnerships

**Location:** Hybrid (remote and Bolton-based)

**Application Deadline:** 11th June 2026 by 4PM

## Job Purpose

To work alongside partners to facilitate young people and parents designing a grant programme and being the decision makers in who receives the funding. To support the implementation of a grant giving programme for our members designed by young people and parents. To facilitate effective delivery across the three partners and administer the grant programme. You will support the facilitation of stakeholder workshops, partnership meetings, and decision-making processes, whilst monitoring progress and promoting learning across the programme. This post is funded by the National Lottery Community Fund.

## Main Duties

1. Assist with the creation of grant agreements.
2. Support the coordination of regular partnership meetings to review progress, share learning, and address challenges.
3. Support the design and delivery of training for young people and parents on:
  - Budgeting and financial literacy.
  - Assessing applications (scoring fairly and impactfully).
  - Ethical decision making.
4. Contribute to and implement a communications plan in partnership with our Membership and Engagement Officer, including promotion across social media, Local News, and information to members.
5. Organise and facilitate stakeholder mixer events.
6. Develop a partnership toolkit to share learning, resources, and 'How To' guides.
7. Support the grant design and decision-making stages, including:
  - Collating feedback from young people, parents and partners.
  - Sharing good practice and learning between partners and the wider membership.
  - Organising panels and pitch events.
  - Promoting grant opportunities to our members.
  - Informing grant applicants of decisions and awards.
  - Support conducting due diligence checks.
  - Arranging quality assurance checks.
8. Support the production of quarterly reports and a final programme report to capture the design, decision making processes, and learning.

## Other Key Duties

1. Apply safeguarding procedures and report as necessary.
2. Support the organisation at meetings.
3. Utilise social media to promote delivery and outcomes.
4. Attend Team Meetings, events, and undertake mandatory training.
5. Work flexibly with some potential evening and weekend work by prior agreement.
6. Perform own administrative duties as required for the post.
7. Perform any other duties in line with these responsibilities, the level of the post, and skills and qualifications of the post-holder.

## Person Specification

Criteria	Essential (E)	Desirable (D)
A degree <b>or</b> equivalent qualification, <b>or</b> experience demonstrating strong administrative, organisational, communication, and interpersonal skills.	E	
Ability to work effectively as part of a team.	E	
Strong organisational and administrative skills	E	
Ability to facilitate partnership work	E	
Experience in supporting the delivery of projects, events, or campaigns.		D
Understanding of the importance of the voice of young people, parents, and carers in service delivery.	E	
Knowledge of safeguarding practices or willingness to learn.	E	
Excellent verbal and written communication skills.	E	
Ability to work collaboratively with a range of partners and stakeholders.	E	
Understanding of equal opportunities and equity of access.	E	
Willingness to learn and develop new skills.	E	
Ability to work independently, manage priorities, and meet deadlines.	E	
Proficient in Microsoft Office, Canva, and social media platforms.	E	
Understanding of the challenges affecting children, young people, parents, and carers.	E	
Relevant experience working with children, young people, and families.		D
Experience of working in the community and voluntary sector.		D
Ability to contribute to writing reports and promotional materials.	E	