



# **Recruitment Pack**

**Funding and Grants  
Development Officer**

# A message from the Chief Executive



Thank you for expressing an interest in joining the Bolton CVS Team! This information pack includes key information about our organisation, the role and contact details for more information.

Bolton CVS exists to deliver support to Bolton's voluntary, community and social enterprise (VCSE) sector; and to ensure the sector, wherever possible, is a valued partner in co-designing and co-producing services across our borough.

The impact of the VCSE sector extends to all areas of life; delivering valuable preventative services that help keep people well, building stronger communities and environments and empowering people through education and training. We want you to help us ensure we have a well-networked, robust and diverse VCSE sector in Bolton, for generations to come.

It's important that Bolton CVS ensures the sector has access to information, support and connectivity; to effectively plan and build sustainable, inclusive services that meet the needs of beneficiaries now and in the future.

I want us to continually evolve to meet the needs of people and communities across the borough, and I'm excited that we're able to recruit to this post; creating further opportunities for collaboration, partnership and growth.

Bolton CVS is a great team to be part of and we embrace flexible and agile working practices, so that we can provide the best offer we can to the people that we exist to support.



I wish you the best of luck in your application.


Dawn Yates-Obé (Chief Executive)






# A little bit about us...

Bolton CVS provides tailored, intensive and quality accredited support to the voluntary, community, and social enterprise sector in Bolton. We have an established and nationally accredited volunteering services offer, an amazing array of grant and investments programmes and offer policy, engagement and research support services. We champion the role and need for charities and community organisations and share this information through our communications, our forums, workshops, events and through our one-to-one support with groups, organisations and communities. We also proactively seek opportunities to collaborate with the 10GM partnership: [www.10gm.org.uk](http://www.10gm.org.uk)



## **CORE PURPOSE**

A decorative vertical bar consisting of a light orange rectangle with two solid yellow circles at the top and bottom.

**To work alongside Bolton's  
Voluntary, Community and  
Social Enterprise sector;  
supporting them to do what  
they exist to do, as well as  
they possibly can.**

# OUR VALUES



## **We are collaborators**

We mutually build lasting relationships and share knowledge to achieve the greatest impact in our communities.

## **We are evolving**

We proactively seek opportunities to learn, develop new ideas and adapt so that we, and those we support, respond to change in relevant and sustainable ways.

## **We are here**


We are committed to providing timely support to encourage, motivate and guide organisations in further developing the skills and confidence to do what they do best.

## **We are influencers**

We positively contribute to decisions, boldly advocating that the VCSE sector is heard and valued as an equal partner.

## **We are progressive**

Collectively, we look to the future and explore new ways of doing things, with inclusivity and equity at the core.



# Who we are

At Bolton CVS we recognise that in order for a VCSE sector to thrive, it must be connected, supported and engaged. Everything we do focusses on our key strategic priorities of 'building strength' and 'building capacity' in Bolton's voluntary and community sector and is underpinned by our four strategic objectives:

1. Promoting quality and equality in Bolton
2. Building capacity and strength in Bolton
3. Influencing change in Bolton
4. Preparing for the future in Bolton

We currently have over 30 employees supporting our work across all activities and programmes, and we're governed by a Board of 13 Trustees who donate their time to provide strategic leadership for the organisation and assess financial and operational performance.

The work and activity of Bolton CVS is distributed across 5 key operational areas:

- Venue and facilities
- Communications and events
- Finance and funding
- Strategic health and wellbeing
- VCSE sector capacity building



# About the role

## Funding and Grants Development Officer

**Salary:** £25,915.44 FTE (35 hours) plus 7% pension contribution & health package & hybrid working options (plus pay award pending)

**Hours:** 35 hours per week

**Responsible to:** Senior Funding and Grants Officer

**Contract:** 12 Months Fixed Term (extension subject to funding)



# About the role

## Why this role is important

An exciting opportunity has arisen to join our Bolton CVS Funding and Grants team to support the delivery of our brilliant grants and investments programme.

The Voluntary, Community and Social Enterprise (VCSE) sector is unique, vibrant and diverse. It exists because people are moved and motivated to help and support their communities, places, animals and other causes. From amateur sports clubs to local Knit & Natter groups, adventure organisations to mental health support services and beyond! At Bolton CVS, we work alongside the sector to support it to do what it exists to do, as well as it possibly can and the role of Funding and Grants Development Officer plays a crucial part in supporting groups to do what they do, as well as they possibly can.

Bolton CVS distributes nearly £2m in grants each year, across multiple funding programmes, with grants ranging from £100 up to £100,000. Around 200 grants are awarded annually.

The Funding and Grants Development Officer is a very important role as the person will:

- Provide comprehensive support to the Bolton CVS grants and investments function, helping to ensure all processes run efficiently and smoothly.
- Provide assistance, support and guidance to groups to help VCSE organisations effectively manage, monitor and report on their grant-funded projects.
- Provide assistance to voluntary and community groups and organisations requiring support to locate and apply for Bolton CVS grants.

The ideal candidate for this role will be able to demonstrate strong customer service abilities and have excellent communication, project administration and interpersonal skills, as well as the ability to work independently.

The Funding and Grants Development Officer is a challenging and rewarding role, and it offers the opportunity to make a real difference to the lives of people in Bolton.





# About the role

## Role Summary

Working as part of the Funding and Grants Team you will help to oversee the varied Bolton CVS funding programmes to ensure the smooth running of the programmes – from application to final evaluation. You will also provide tailored support and guidance to the Bolton VCSE sector to support them in identifying and accessing our grant funds.

You will be an integral part of the Funding and Grants team and your role will be:

- To work closely with the Funding and Grants Manager and other members of the Funding Team to provide accurate and detailed grant administration support to ensure efficient delivery and processes at all stages of our funding programme.
- To provide excellent customer service by delivering tailored one to one support, advice and guidance about Bolton CVS' funding programmes to our member organisations and to Bolton's wider voluntary and community sector.
- To effectively communicate and promote the Bolton CVS funding opportunities to the sector. This will be achieved through utilising our CRM system and website, our existing networks, e-newsletters and bulletins, social media and WhatsApp groups etc.
- To liaise with a wide range of stakeholders and colleagues to ensure the smooth running of the grant programmes – this includes liaising with the team of volunteer grant assessors and helping to organise grant panel meetings, managing grant data and records, recording and communicating grant decisions, liaising closely with the Finance Team to organise grant payments, updating our CRM system and ensuring the appropriate monitoring, evaluation and reporting of all grants is carried out.



# About the role

## Role Summary

- To work closely with VCSE organisations to help them to tell dynamic and interesting stories to demonstrate the impact of their grants and their impact on the people and place of Bolton as part of their ongoing funding journey.
- To contribute, and work collaboratively as an active member, of the Bolton CVS Funding and Grants Team and to work effectively with the wider Bolton CVS team.



# About the role

## Who we're looking for

- The Funding and Grants Development Officer will play a key role in the Bolton CVS team. You will be joining us at an exciting time as the funding programme evolves and grows to support the needs of the Bolton VCSE sector.
- Are you a people person? The role will require you to communicate effectively with people from a wide range of backgrounds – from small community groups to large charities, funders and public sector commissioners.
- Are you passionate about the voluntary, community and social enterprise sector? Ideally, we are looking for someone who understands the local VCSE sector in Bolton (or is keen to learn about the VCSE sector in Bolton).
- Are you well organised with great attention to detail? The role will require you to be good at record keeping and have the ability to write concise reports.
- Are you a good team player? You will need to work closely with the other members of the Funding and Grants team to ensure the complex grant processes and functions are working effectively as well as working with the wider Bolton CVS team and colleagues from partner organisations and funders and across the VCSE sector.
- Do you have some experience of grant management? Ideally you will understand the grant process – either as an applicant or from previous experience of working for a funder.



# About the role

## Who we're looking for

- Are you a confident user of IT systems? Our ideal candidate will be an experienced user of MS Office applications – specifically Excel and Word and with experience of creating and managing spreadsheets.
- Do you have experience of working with CRM systems and databases? The role will require you to manage complex information and data in our CRM system and website. Training will be given on our systems.
- Do you have experience of training, mentoring or supporting others? The role will require you to work closely with groups and individuals to build strong relationships. You will be required to provide tailored, accessible information, advice and guidance about funding to a wide variety of groups and organisations.
- Do you have the ability to communicate complex ideas to a high verbal and written standard? We need someone who is good at collating information and can help pull together reports and case studies.
- Are you creative and good at problem solving? Do you have the ability to act on own initiative without close supervision and to prioritise your workload and work to tight deadlines?
- Can you also demonstrate a commitment to the values of Bolton CVS?

We'd love to hear from you if you like the sound of this role and are up for a challenge. If your experience doesn't align perfectly with the person specification, we encourage you to apply anyway. You may be just the right candidate.

We will provide tailored support and training for the right person to enable them to develop the expertise and skills needed to successfully fulfil this role.



# About the role

## Recruitment Information

If you believe you can fulfil the role summary, we'd love to hear from you! Please email a Supporting Statement which describes how you meet the things we're looking for, plus your CV (2 pages max) to [recruitment@boltoncvs.org.uk](mailto:recruitment@boltoncvs.org.uk).

The closing date is midnight on **Monday 6th October 2025**.

Interviews for this post will take place on **Wednesday 22nd October 2025**, at The Bolton Hub. If you will not be available on this date, please note this in your supporting statement. Although we cannot guarantee, we will endeavour to accommodate an alternative interview date.

For an informal conversation regarding this post, please contact [recruitment@boltoncvs.org.uk](mailto:recruitment@boltoncvs.org.uk) before submitting your documentation.

At Bolton CVS we are passionate about ensuring that everyone has a fair chance and that they are treated equally. As an employer, we actively seek to ensure that our workforce reflects the communities we serve, recognising that this makes us better able to understand their needs and priorities. We respect and celebrate everyone's differences and do not discriminate against people on the basis of age, disability, gender reassignment, marriage and civil partnership, race, religion and belief, sex or sexual orientation. We work hard to create supportive, accessible environments and actively challenge inequality.

If you should require access to these documents in alternative formats, or if you have comments that would support us to improve access to our application processes more generally, please do not hesitate to contact us via [recruitment@boltoncvs.org.uk](mailto:recruitment@boltoncvs.org.uk) or telephone us on 01204 546 010.



# About the role

## Equity, Diversity, Inclusion & Belonging

We want to make the work we are doing around Equity, Diversity, Inclusion & Belonging (EDIB) relevant to us.

We are committed to being an example to the VCSE sector by applying best working practices in all areas of work. This is why we need to ensure that we better understand and reflect on the communities we support.

We ask you to complete [this form](#) and submit this survey to us. All data collected will be anonymous and used to help shape our EDIB Strategy.

If you have any questions or further feedback, please do not hesitate to contact Bolton CVS via [recruitment@boltoncvs.org.uk](mailto:recruitment@boltoncvs.org.uk)





## Contact us

Bolton CVS  
The Bolton Hub  
Bold Street  
Bolton  
BL1 1LS

email: [recruitment@boltoncvs.org.uk](mailto:recruitment@boltoncvs.org.uk)  
web: [www.boltoncvs.org.uk](http://www.boltoncvs.org.uk)  
tel: 01204 546 010

