

JOB DESCRIPTION
IMPACT & FUNDING OFFICER
(Maternity Cover)

Job Purpose and Summary:

The role of Impact & Funding Officer is to collect, process, and report the organisation's impact data that is generated from Make's day-to-day work. The role will manage the calendar of reporting that is expected from Make's partners and funders to meet expectations within grant funding agreements, partnership agreements and contracts.

The role includes: supporting the CEO with strategy development, co-ordinating applications for funding, monitoring and tracking a pipeline of applications, tracking outcomes and outputs, leading the development of the annual report, supporting the team to think about impact and reporting in their projects and daily work, organising meetings and education opportunities, working with the Partnership & Regeneration Co-Ordinator to liaise with stakeholders, drawing up project plans, supporting design processes, delivering engagement activities, holding and maintaining relationships with stakeholders.

Make CIC is a place-based community interest company that is involved in innovative and exciting programmes of regeneration; with people, culture, and creativity at the heart of that work.

Make CIC is working with national partners and funders, such as Power to Change, and local partners and funders, such as the Leftback Collective, the Local and Combined Authorities. Make is leading the way on innovative place-based regeneration work - and this role is to lead on coordinating that work.

This role will focus on three specific work streams. The role will also contribute to the general operational running of Make CIC and its hubs, as all employees do.

Workstreams:

1. Identify funding opportunities and track their deadlines and reporting requirements
2. Making funding applications
3. Collect impact and data from projects and events
4. Report data and impact to funding partners
5. Write impact reports for the board
6. (Draft the annual report)
7. Keep Make resident database up to date

Job Title	Impact & Funding Officer
Salary	£28,000 pro rata
Contract	Fixed-Term for 8 months
Hours	Part-time 22.5 hours per week (3 days) <i>*Make CIC is open to other options / arrangements</i>
Location	Make CIC is based across the Liverpool City Region: Duties will mostly take place: (1) Birkenhead, Wirral (2) Vauxhall, Liverpool (3) Huyton Village, Knowsley. (4) St. Helens
Responsible to	Chief Executive Officer
Benefits	30 days holiday pro-rata. Flexibility around duties for hours and locations.
Working days	Monday - Saturday are normal working days and are managed through an in-advance rota around duties and responsibilities.

Responsibilities as an employee of Make CIC

As an employee, all members of the Make CIC team contribute to operational running. We call this **The Make Way** and it ensures that we can deliver our mission to support the Make community.

- Actively pursuing, building and managing relationships with partners, neighbours and organisations in the Liverpool city region.
- Completing regular reports that monitor progress, KPIs, goals and objectives
- Supporting the running of the organisation with any operational or strategic needs, as and when required.
- Share in general operations duties of running buildings. This includes doing some “opens” and “closes” as part of the rota; dealing with general enquiries; doing training to ensure good health and safety, fire training, and first aid.
- Managing and reporting on any budgets or spending in relation to your work.
- Undertaking additional duties as required to support the team, working to achieve individual and team outcomes, supporting other members of the team with their projects when necessary.
- Acting as an ambassador for the organisation, contributing to the effectiveness of meetings with members of the team, and members of neighbouring organisations, the sharing of knowledge and experience and the development of Make Liverpool

and its profile.

- Working on Saturday's, with advance notice.