Job Description

Job Title: **Grants & Funding Officer**

Responsible To: **Diocesan Secretary / Chief Executive**

Location : **Diocesan Office, Abergwili, Carmarthen, SA31 2JG**

Hybrid and flexible working arrangements may be considered.

Contract: **Fixed Term (12 Months)**

Salary : **£34,000 per annum**

Purpose of the Role

To increase the Diocese's capacity to secure external funding by supporting churches, LMAs, Archdeaconries and diocesan projects in identifying, developing and submitting successful grant applications.

The post-holder will provide expert advice, practical bid-writing support and strategic funding development across the Diocese.

Key Responsibilities

Funding Research

- Identify grant opportunities relevant to diocesan priorities.
- Maintain a funding database.
- Produce regular funding bulletins and alerts.
- Match project ideas to suitable funders.

Grant Development

- Work directly with churches and project groups.
- Assist with project development and planning.
- Support development of realistic project budgets.
- Review applications prior to submission.

Bid Writing

- Draft and contribute to funding applications.
- Support preparation of supporting documentation.
- Assist with business cases and project proposals.
- Help applicants articulate outcomes and impact.

Strategic Funding

- Identify collaborative opportunities across the Diocese.
- Develop larger partnership funding bids.
- Build relationships with key funders.
- Attend relevant funding and networking events.

Monitoring & Reporting

- Maintain records of applications submitted.
- Track success rates and funding secured.
- Produce management reports and performance data.
- Support grant monitoring requirements.

Training and Capacity Building

- Deliver workshops and training sessions.
- Produce guidance materials.
- Develop grant-writing confidence among clergy and volunteers.

Person Specification

Essential

- Experience of grant funding or bid writing.
- Strong project development skills.
- Excellent written communication.
- Ability to work with volunteers and community groups.
- Strong organisational skills.
- Ability to manage multiple priorities.
- Competent budgeting and financial literacy.
- Commitment to the values and mission of the Church in Wales.

Desirable

- Experience of heritage funding.
- Experience of Lottery funding programmes.
- Knowledge of church structures.
- Understanding of community development.
- Experience of working with charities or voluntary organisations.
- Welsh language skills.

Success Measures

The post-holder will be expected to:

- Support funding applications exceeding £600,000 annually.
- Help secure external funding of at least £400,000 in Year One.
- Build strong relationships across the Diocese.
- Increase confidence and capability among churches seeking external funding.
- Develop a sustainable model capable of contributing to its own future funding through successful grant-supported overhead recovery.

November 2026