

Job Description

Job Title:	Development Phase Consultant (National Lottery Heritage Fund application)
Service:	Fundraising
Reporting to:	Head of Strategic Funding (with oversight from Managing Director of Coram Voice)
Supervisory responsibilities:	Project team
Salary:	£400 per day
Work Pattern:	70 days in total; flexible to the needs of the work
Contract:	Up to 9 months, starting in January 2025 (subject to agreement with NLHF)

Coram is the UK's longest-serving children's charity, having been established in 1739, as the Foundling Hospital by Captain Thomas Coram. We aim to help give children the best possible start in life and have been finding new ways to help them for over 275 years. Today, we are a group of charities and charitable companies and have a strong reputation within the children's care sector. Coram is a leader in adoption and fostering, children's health education, therapy, child and family law, and advocacy for those in and leaving care. We also have an in-house academic team, and we promote best practice to government, local authorities, other children's organisations and professionals.

Coram is applying to the National Lottery Heritage Fund for a six-figure grant to fund a programme called *Speaking For Ourselves* (SFO), developed from an idea brought to us by a group of care-experienced leaders and allies. This programme will see Coram working co-creatively with members of the care-experienced community to capture the heritage and legacy of the care-experienced campaigners' movement.

The aim of SFO is to create an accessible digital archive and website, featuring digitised images and documents and in-depth interviews, which tell the story of the care-experienced movement, from the 1970s to the present day. Alongside this, the programme will deliver a series of projects with care-experienced adults and children (including a podcast series and in-person activities/events).

We are seeking a highly experienced heritage sector bid writer with exceptional project development and management skills. The work will entail many complexities and sensitivities, which will require great empathy and flexibility, but this role will be backed up by internal expertise and the support of several care-experienced leaders.

Given the project focus we welcome applications from care-experienced candidates.

Purpose of the Role

- To lead on delivering a successful second-stage application to the National Lottery Heritage Fund.
- To scope and write the second-round application, including the Activity Plan and all other required documents and materials for the Delivery Phase.

Main Duties & Responsibilities

- Agree and meet Development Phase KPIs, milestones, budgets, and outputs.
- Liaise with key stakeholders within and outside Coram. These will include the programme Steering Group (which includes care-experienced adults involved in the movement and allies), members of Coram's senior management, care-experienced advisors, archive and heritage specialists, technical advisors and sub-contractors.
- Manage, delegate, procure and/or commission all Development Phase activities, outputs and consultations, in close coordination with line management.
- Deliver scoping and technical, social and other assessment sub-projects.
- Consult with website and archival database developers and other technical advisors, to develop a design and production schedule and to finalise costings.
- Liaise with all internal and external partners to add necessary detail to the activity timeline.
- Write a fully realisable Activity Plan for the Delivery Phase.
- Compile and/or create all documentation needed for the second stage application.
- Be respectful, inclusive and sensitive to the interests, needs and challenges of members of the care-experienced community – both those with whom you will be working and those who we will wish to engage with the Development and Delivery Phases.
- Work to the Head of Strategic Funding, keeping him informed of all activities and maintaining continuous and open communications. Meet with and report (regularly and as requested) to the programme Steering Group.

Person Specification

E = essential

D = desirable

A = assessed by application I = assessed by interview

Knowledge and experience (E = essential, D = desirable)

- Experience of writing multiple six- or seven-figure second round applications to the National Lottery Heritage Fund (E/AI).
- Experience of managing complex projects across multi-professional teams (E/AI).
- Experience of developing digital archive projects. (D)

Qualifications, skills and personal attributes

- An understanding of the issues facing adults and young people who are care-experienced (E).
- Exceptional written and communication skills, able to write clearly, creatively, passionately, credibly, persuasively about a charitable cause and its work (E/AI).
- First-rate project-management skills, delivering highest-quality work on time (E/AI).
- Ability and willingness to develop personal relationships with existing and prospective stakeholders (E/I).
- Proficient in using Microsoft Office, and database systems (Raiser's Edge is desirable) with first rate writing, typing, spelling and punctuation (E/AI).
- Numerate, with the ability to develop, clearly explain and manage detailed income and expenditure budgets (E/AI).
- Commitment to Coram's values: we are Professional, Committed, Credible, Dynamic and Respectful (E/I).
- The drive to succeed (E/I).