

Funding Advisor

Job description – Spring 2026



Responsible to:	Deputy Director of HVA
Location:	Jackson Hall, Portland Place, Hastings, TN34 1QN
Hours:	18.5 hours per week (note: A full-time working week at HVA is 37 hours)
Salary:	NJC scale point 23 rising to scale point 25 (currently £17,217 for a 18.5-hour job)
Duration:	Permanent contract
Holidays:	Proportion of 27 days plus bank holidays
Pensions:	HVA will match contributions of up to 7% of annual salary towards a mutually agreed pension scheme

Overall Purpose of Job

To provide expert funding advice and capacity-building support to Voluntary, Community, and Social Enterprise (VCSE) organisations in Hastings. You will help local groups become more financially resilient by identifying and promoting income opportunities, improving bid-writing skills, and fostering strategic partnerships.

Key responsibilities include:

- Identify and promote a range of funding sources that are relevant to VCSEs in Hastings, including lotteries, charitable trusts, statutory funders, donations, corporate funders, trading, etc.
- Provide one-to-one support to local VCSE groups, including identifying appropriate funding, and detailed reviews of their draft bids.
- Design and deliver a range of training and coaching opportunities for VCSE representatives to increase their skills and ability to fundraise effectively.
- Facilitate collaboration between VCSE organisations to enable joint bidding for larger statutory or regeneration projects.
- Monitor and evaluate the effectiveness of this service, and satisfy the requirements of funders.
- Gather and promote relevant statistics and data to assist Hastings VCSEs in their bid writing.
- Influence how funding is allocated by representing the VCSE sector at regional or national boards, and/or by influencing funders and donors.
- Work with colleagues to increase Hastings Voluntary Action's own fundraising and income generation, and improve the fundraising skills of HVA staff.

General

- Work collaboratively as part of HVA's staff team towards the aims and objectives of the organisation as a whole and assist in the absence of other members of staff.
- Carry out responsibilities and duties within the framework of HVA's policies, including HVA's Equal Opportunities and HVA's Health and Safety Policy.
- Undertake any other duties as required which are in line with the post.

Person Specification

- Demonstrable experience working within or with the VCSE sector, including an understanding of its unique challenges and the local funding landscape.
- Proven track record in successful bid writing, grant applications, or generating income from various sources like charitable trusts, foundations, and statutory bodies.
- Experience in building the capacity of community groups, such as helping them with governance, business planning, or financial sustainability.
- Experience in developing strategic partnerships with stakeholders, including local authorities, NHS bodies, and other VCSE organisations.
- Excellent written and verbal skills, with the ability to translate complex information into simple funding narratives for different audiences.
- Ability to interpret financial budgets, and impact data to help organisations demonstrate their value to funders.
- Competency in Microsoft Office (especially Word and Excel), CRM systems, and social media.
- Ability to manage multiple priorities and deadlines while supporting several organisations at once.
- A strong personal commitment to equality, diversity, and inclusion.

Other Requirements

- Willingness to travel in the Hastings area and occasionally across East Sussex
- Occasional evening and weekend work may be required
- Willingness to undertake further relevant learning and professional development