

Grant Writer

H.A.A.G. is a group of volunteers that are based in Hayes. We are seeking to support parents raising a child with SEN (autism, ADHD, learning difficulties, disabilities). We are largely serving ethnic communities, filling a gap within the community but, H.A.A.G. is open to all. Many of our members face difficulties such as language barriers, lack of awareness and isolation from their community.

We would like to give our families the opportunity to access good quality health and social care support for their children and themselves, and to maintain good relationships at the point of need. H.A.A.G. would like to grow and progress to become a formal group, a charity.

We have a unit which we have set up as an office in Coldharbour Lane, Hayes, UB3 3EF which is within a 5-minute walk of Hayes and Harlington Station (Elizabeth Line/ GWR) and is served by bus routes 90, 140 and E6. We see this space becoming a welcoming drop-in centre and help hub. We would like to be able to organise and provide training for our attendees, to be able to give assistance with form filling and sign-posting and to offer to accompany parents to appointments.

Main purpose of the role:

- **To apply for small grants and be involved with the creation of H.A.A.G.**

Role responsibilities:

- Lead our efforts in securing funding to help our group operate and further our vision
- Understand our financial needs
- Find and identify grant funding opportunities, including government and non-government grants, corporate sponsorships, and philanthropic foundations to cover items such as office rent and telephone/ internet bills
- Research deadlines, gather relevant data and information to support applications
- Draft, edit and write grant proposals that appeal to funders to produce successful applications/ bids
- Submit and manage grant proposals
- Furnish prospective funders with any additional supporting documents
- Making connections with local communities and organisations
- Work compliantly within policy and procedure guidelines

Skills required:

- IT skills – working with Microsoft Office, Word, Excel
- Understanding and working practice of GDPR and Confidentiality policies
- Proven grant writing skills
- Previous fundraising experience would be a bonus
- A great storyteller with a passion for supporting those with Autism / ADHD
- Confident interacting with a diverse range of people

Attributes required:

- Demonstrate creative and imaginative thinking
- Attention to detail, organised
- Self-motivated, proactive, persistent
- Open-minded and flexible mindset, flexible
- Good interpersonal skills
- Trustworthy, reliable

Commitment, training, support:

- 3-4 hours, once per week between the days of Monday – Thursday (the unit can be open from 10am)
- Volunteers need to be able to commit to seeing any submitted applications through to result
- You will have the support of the group creator
- Happy to work alone in the unit or at home
- IT equipment available within the unit (computer, internet, printer, telephone)
- Reasonable out-of-pocket expenses will be paid to cover travel (bus fare to and from the office)
- Please note that all applicants must be over 18 years old
- A valid DBS check will be provided if required

To apply for this role:

A H4ALL application form must be completed. Please note we require two references.



To obtain an application form:

- Visit www.h4all.org.uk and download or print an application form
- Email volunteerhub@h4all.org.uk to request an application form to be sent to you by email or post

Send your fully completed application form by:

- Email to volunteerhub@h4all.org.uk
OR
- Post to H4All, Volunteer Development Team, Key House, 106 High Street, Yiewsley, UB7 9BQ