

FO/09/26

FUNDING & GRANT OFFICER

Application Pack

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WELSH, CLICK HERE**

A company limited by guarantee 4296436
Registered Charity 1093260 Working in partnership with:



ABOUT US

Clybiau Plant Cymru Kids' Clubs is the national organisation for Out of School Childcare Clubs in Wales.

Our vision is a Wales where children play, and communities prosper.

Our mission is to be the voice of Out of School Childcare Clubs in Wales, supporting children's right to play and quality childcare that is sustainable, affordable and meets the needs of children, their families and communities.

For further information on our values and strategic goals for Out of School Clubs, click [here](#).

Out of School Childcare Clubs run either side of the school day and during holidays, enabling parents/carers to return to work or training and children to enjoy a play focused, quality provision staffed by qualified Playworkers. There are over 1500 Welsh, English and bilingual Breakfast, After School and Holiday Clubs across Wales.

As a registered charity, a voluntary Board of Trustees or Directors make the policy decisions of Clybiau Plant Cymru Kids' Clubs. These people are elected annually and are drawn from Out of School Childcare Clubs across Wales.

We provide childcare business support and training:

Childcare Business Support

We can help individuals, schools, existing childcare providers, committee members and others set up and support existing childcare businesses.

Training

We have been training the Out of School Childcare sector for over 20 years to develop a professional workforce that embraces and supports children's self-directed play.

We provide Playwork qualifications (NCFE CACHE, the awarding body for qualifications, rate us as excellent), Continuing Professional Development and a range of play-based activity workshops. See our latest training events and directory [here](#).

BENEFITS OF WORKING WITH US

Experience the Clybiau Plant Cymru Kids' Clubs difference

Impact that Matters:

Experience the true joy of making a lasting impact on young lives. At Clybiau Plant Cymru Kids' Clubs, you'll be part of a team that's creating a Wales where children play, and communities prosper.

Your Time to Unwind:

Enjoy a well-deserved break with our generous holiday package. We believe in work-life balance, ensuring you have the time to recharge and enjoy life beyond the workplace.

Flexibility that Fits:

We understand life's demands. Embrace a fulfilling career while enjoying the flexibility you need with our TOIL scheme and agile working. Your well-being matters, and we're here to support your journey.

Unleash Your Potential:

Unlock a world of growth through our comprehensive training and development programs. At Clybiau Plant Cymru Kids' Clubs, we invest in your skills, ensuring you reach your highest potential.



BENEFITS OF WORKING WITH US

For your wellbeing

Flexible working arrangements, hybrid working, training and development opportunities as well access to our Wellbeing Hub and Mental Health Champions, monthly supervision meetings with your line manager and yearly appraisals.

For your health

28 days holiday pro rata plus public holidays (pro-rata for part-time working) plus additional perks based on length of service that become available on 3 years' service and 5 years service which include additional annual leave days and access to Perkbox. We also provide corporate health cover through Simply Health whereby after a six-month probationary period, employees who are confirmed in post receive Simply Health Cover – free of charge – and the option to pay for additional cover for spouse / partner and children.

For your financial security

Clybiau Plant Cymru Kids' Clubs operates a stakeholder pension scheme in conjunction with Aviva. Employees may, subject to certain eligibility criteria, join the pension scheme. Eligible employees will receive a pension contribution of 6% from Clybiau Plant Cymru Kids' Clubs, provided the employee contributes 2% of their gross basic salary, into the scheme, enhanced maternity pay, paternity leave and adoption leave. A mileage allowance is payable when on Clybiau Plant Cymru Kids' Clubs business. Out of pocket expenses incurred while on Clybiau Plant Cymru Kids' Clubs business are also paid for subsistence and travel, within a limit. Expenses are paid monthly in arrears.



WHAT IS IT LIKE TO WORK FOR CLYBIAU PLANT CYMRU KIDS' CLUBS?



“

I find the agile working agreement along with the TOIL system fits well with my commitments and really gives me a good work life balance. I find my role rewarding and enjoy being part of a team that all pulls together.

”

“

I really enjoy working for Clybiau Plant Cymru Kids' Clubs, the team are all friendly and great to work with. I enjoy my role as a Childcare Business Development Officer supporting governance, sustainability and quality in Out of School Childcare clubs, as my work is very varied and no two days are the same. I get real pleasure from supporting the sector, as well as knowing that I'm making a difference to give children quality, sustainable childcare and play experiences in Out of School Childcare Clubs.



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“

As a new member of the team i have been welcomed with open arms and feel like the part of the team having only been here a short period of time. It's a lovely, busy place to work and everyone has been very friendly and supportive.

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THE ROLE OF THE FUNDING & GRANT OFFICER

Clybiau Plant Cymru Kids' Clubs wishes to appoint a part time (18.5 hours) Funding & Grant Officer, to be based in our Cardiff, Cross Hands or Colwyn Bay office with an agile working agreement in place .

The salary of £33,366 pro rata (£34,433.71 upon confirmation in post) is based on a 37 hour week, payable monthly by credit transfer. The work demands flexible hours and may include evening, weekend and occasional nights away from home. There are 28 days holiday pro rata plus public holidays. The holiday year runs from 1 September to 31 August.

The candidate will be responsible to the Chief Executive Officer. The Funding & Grant Officer's main responsibilities are listed in the evaluation criteria. You will need an understanding of Windows and Microsoft packages including Word, Excel, Outlook, Teams and be willing to learn about and use new software packages and online monitoring systems.

The main focus of the role is to implement, co-ordinate and manage the organisation's national funding strategy, securing sustainable funding to support organisational priorities and enable the continuation of key roles, services and projects.

The successful candidate should have a flexible approach to work and be able to adapt to varying pressures, deadlines and workloads. We are seeking to employ an individual who is keen to learn and fulfil their potential by developing to meet the detail set out in the evaluation criteria. We will work with the individual to understand and to meet the requirements of the role, to continue their professional development and to grow with the team and organisation.

All employees play a vital role in furthering the strategic plan of the organisation.

If you are keen to join our team and have initiative, enthusiasm and drive and are flexible in your approach to work, we look forward to receiving your application.

All offers of employment are subject to satisfactory reference, and a six-month probationary period.

All offers of employment are subject to satisfactory reference, and a six-month probationary period. An Enhanced DBS Check will be required prior to employment, the cost of which will be met by Clybiau Plant Cymru Kids' Clubs.

Continuation funding is a recognised challenge within the voluntary sector. Clybiau Plant Cymru Kids' Clubs receives a combination of core and project funding from the Welsh Government, additional commissioned funding from some Local Authorities to support the development of Out of School Childcare within their counties, and project funding from charities and trusts. The Funding Officer will need to proactively identify, develop and secure continuation funding to sustain the Funding Officer role and support the ongoing delivery of the organisation's strategic priorities.

JOB DESCRIPTION

Job Title

Funding & Grant Officer

Location

Based from the office in Cardiff, Colwyn Bay or Cross hands, but with agile working policy in place

Hours of Work

18.5 per week (Monday – Friday)

Responsible To

Chief Executive Officer

Pay Scale

£33,366 (£34,433.71 upon successful confirmation in post, normally after 6 months)

KEY TASKS AND RESPONSIBILITIES

To implement, co-ordinate and manage the organisation's national funding strategy, securing sustainable funding to support organisational priorities and enable the continuation of key roles, services and projects.

1. Develop a national funding strategy to identify and implement a means of providing long-term financial sustainability for the organisation.
2. Identify funders, research grant criteria and propose funding applications in line with funding strategy.
3. Lead the organisations' bid writing process, working in partnership with the Leadership Team and external partners, to create strategically aligned proposals and documentation for prospective funders.
4. Identify potential commercial sponsors, charitable trusts and other possible funders / partners.
5. Identify local and national business support agencies and enterprise organisations to provide a coherent reference source for the organisation's staff and Out of School Childcare Clubs.
6. Provide guidance, training, and support to staff on grant-writing best practices and funding application procedures to improve organisational effectiveness in securing funding.

KEY SKILLS & EXPERIENCE

Essential

- Proven experience in securing grant funding to drive sustainable growth and organisational development.
- Understanding of national and local government funding processes.
- Skills in developing and executing a comprehensive funding strategy, including setting goals, timelines, and action plans for national and regional funding applications.
- Excellent communication skills, verbally and written.
- Experience of partnership working to achieve project-based outcomes.
- Excellent knowledge of spreadsheet applications and Gantt chart project planning and costing.
- Educated to degree level or equivalent and /or proven experience in fundraising.
- Knowledge of the Welsh culture and its implementation, within the context of childcare and play issues, and the role of Out of School Childcare Clubs, within the economic agenda.
- Knowledge and understanding of current CIW regulations, requirements and other legislation e.g. UNCRC, child protection, safeguarding, health and safety and equal opportunities and anti-racism.
- Good communication skills, verbally and in writing, and the ability to work with a range of different people from club leader and committee members to local authority personnel and fellow team members.
- Ability to inspire and motivate others.
- Ability to act on own initiative, manage own workload and work as part of a team.
- Ability to maintain systems and records for the effective administration of reports.
- Computer literacy including the use of databases.

Desirable

- Ability to speak and write in Welsh.

EVALUATION CRITERIA

OBJECTIVE 1.

Develop a national funding strategy to identify and implement a means of providing long-term financial sustainability for the organisation.

PERFORMANCE CRITERIA

- Draft an organisational funding strategy in collaboration with the Leadership Team and Board of Trustees.
- Produce an action plan against the funding strategy, to plan applications for funding which will include national and regional bids to support both the organisation and Out of School Childcare Clubs.
- Research and produce reports for the CEO and the board of Trustees as regards new sources of funding for different funding levels.

OBJECTIVE 2.

Identify funders, research grant criteria and propose funding applications in line with funding strategy.

PERFORMANCE CRITERIA

- Co-ordinate and maintain a database/system of the bids made across Wales and their outcomes.
- Be the main contact for funding opportunities including Funding Wales, Community Foundation Wales, Sell2Wales and Proactis. Be aware of the funding available and research in more depth the details and then disseminate suitable opportunities to all staff and potentially clubs.
- Draft outline project proposals for identified funders, working with relevant Senior Team member to ensure they meet the needs of their department and tailored to specific funders' requirements.

OBJECTIVE 3.

Lead the organisations' bid writing process, working in partnership with the Leadership Team and external partners, to create strategically aligned proposals and documentation for prospective funders.

PERFORMANCE CRITERIA

- Write persuasive, detailed funding applications, following agreed project outline, to include fully funded, accurate costing and timeline, ensure compliance with funders' guidelines to maximise the success rate.
- Review all funding, bids, and grant application forms to maintain high standards before processing and submitting for approval by the CEO, ensuring accuracy in applications,
- Work with finance and senior team to ensure all funding applications align with the organisation's budgetary needs and accurately reflect resource allocation and financial projections.
- Set up project start meetings to ensure project managers and others ensuring accurate and comprehensive documentation of project outcomes, financial expenditure, overall impact and monitoring and reporting in line with the funder's requirements and deadlines.

OBJECTIVE 4.

Identify potential commercial sponsors, charitable trusts and other possible funders / partners.

PERFORMANCE CRITERIA

- Build a database/system of organisations and regional and national contacts, which can support Clybiau Plant Cymru Kids' Clubs
- Research and approach potential sponsors for annual Awards Ceremony/survey prizes.
- Promote the purchase of advertising within Y Bont.
- Explore potential partners to provide membership benefits.

OBJECTIVE 5.

Identify local and national business support agencies and enterprise organisations to provide a coherent reference source for the organisation's staff and Out of School Childcare Clubs.

PERFORMANCE CRITERIA

- Build a resource of potential support agencies for the sector which can be made available to staff and members in an electronic format and shared in weekly bulletins
- Produce the content for a page in a quarterly newsletter in which will be sent to all clubs and staff outlining available funding sources, tips for applications and details of what makes a 'good' funding application.
- Ensure that new funding opportunities on our website are updated weekly to align with the bulletin.

OBJECTIVE 6.

Provide guidance, training, and support to staff on grant-writing best practices and funding application procedures.

PERFORMANCE CRITERIA

- Work with Childcare Business Development Officers (CBDO's) to provide expertise/information to assist in the grant application process.
- Advise staff on bids and carry out funding training at appropriate meetings to improve organisational effectiveness in securing funding.

HOW TO APPLY

Offers of employment are subject to satisfactory references, identity checks and DBS checks (if eligible) at the appropriate level.

[PLEASE COMPLETE THE ELECTRONIC APPLICATION HERE](#)

[PLEASE COMPLETE THE EQUAL OPPORTUNITIES MONITORING FORM HERE](#)

We know that interviews can be a daunting experience. If you are shortlisted, we want to put you at ease by:

- Offering the opportunity to speak with a member of the team before the interview to chat.
- Committing to fully understanding any additional needs and/or any access requirements you may have and putting any necessary requirements in place within good time.
- Sharing the format of the interview and what will be expected of you beforehand, so that you can be well prepared, and feel more in control and comfortable, which will also help us to get the best out of you.
- Ensuring an interview panel that is representative of candidates.

We want the experience to be a pleasant one that you will reflect on positively regardless of the outcome. We very much look forward to reading about you, to get to know you further.

We will keep you in the know! Whether you are successful or not at each stage of shortlisting we will be in touch with next steps and are happy to offer you feedback on your application/interview.

The key dates:

- Deadline for applications – 13/09/2026
- Invite candidates to interview – 16/09/2026
- Interviews will take place week commencing 21/09/2026

For assistance with your application or to discuss the recruitment process you can contact our friendly Senior General Administrator Becci.



02920 741000



recruitment@clybiauplantcymru.org



Clybiau Plant Cymru Kids' Clubs exists to help communities in Wales by promoting, developing and supporting quality, affordable, accessible out of school childcare clubs.

We are a Wales wide organisation that helps set up, develop and support out of school childcare clubs. We help clubs or prospective clubs to apply for funding and we train and support club staff during the set up and subsequent running of the club.

GOOD LUCK WITH YOUR APPLICATION!

www.clybiauplantcymru.org