



ASHA FOUNDATION

Partnership and Funding Officer

Reports to: Coordinator/ Development Officer – Asha Trust

Communication with other stakeholders:

Other Centre staff
Centre Volunteers
Asha Foundation Trustees

Hours: 35 hours per week (5 days a week)

Background

The Asha Community Centre is a unique and very special place in the community. Opened in 2012, it was made possible by the generosity of people and organisations around the world, mainly those in the UK.

The Centre is a purpose built centre, available for many community and business uses. Our vision is that the building will be a well-used and versatile community hub, particularly for young people and those with disabilities

Job Description

The Post

The Partnership and Funding Officer will help develop and sustain collaborative relations that enable Asha Foundation to effectively fulfil its mission and objectives. The role will focus primarily on development of activities using external partners, increasing local funding streams/sources as well as project development and communications.

You will be part of a dynamic staff team leading and supporting the development and implementation of new ideas.

Principal responsibilities and duties

- Work with the existing team to assess the current organisational capacity needs bearing in minds the current objectives and future plans.
- Develop a plan for developing identified key areas including bringing in external partners, securing funding and identifying and providing solutions to any other additional resources that may be required.
- Work with the Development Officer and Centre Administrator to ensure smooth and effective project implementation.
- Promote active participation and build professional relationship with ongoing partners.

Ethos

- Promoting an ethos and practice that seeks to support and include all sections of the community, especially the youth, disabled and other marginalised group.

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- Maintaining and enhancing the positive reputation of the staff team, recognising you act as an ambassador for Asha Foundation.

Communications

- Maintain good working relationships with the centre users, the wider local community, staff, supporters and representatives of existing and potential partners.
- Promote and encourage support for the work of the organisation through direct contact and other sources such as social media.

Person specification

Experience

- Recognised qualification relevant to the role or significant experience of working in a community setting.
- Experience of partnership working taking a collaborative approach. Experience of fundraising would also be an advantage.
- Experience of planning and implementing projects, charitable or otherwise.
- Able to demonstrate a creative problem solving approach, finding new solutions that are appropriate to a community setting.
- Strategic thinking are highly valued. Strategy consulting background or experience in an innovative environment is an advantage.

Ability

- A sense of initiative, discretion, mature judgment, and an entrepreneurial spirit is required.
- Ability to network in order to generate support and funding for Asha Foundation.
- Ability to work with a wide range of stakeholders at different levels, including the staff team, the local community in Badowita and potential and existing partners.
- Excellent communication skills, both spoken and written in English and Sinhala or Tamil.
- Ability to manage own workload.
- Strong computer skills including the use of social media and internet research

Other:

- Have an excellent approach working
- Be able to publicise and promote the work of Asha Foundation enthusiastically and effectively.
- A willingness to work to the ethos of Asha Foundations as set down in its 'Principles'.

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