



Croydon Community Energy **Funding Manager (Voluntary)**

Croydon Community Energy (CCE) is Croydon's only renewable energy cooperative, with a mission to implement renewable energy generation and low-carbon technologies in the local area whilst supporting people facing fuel poverty. We are looking for someone with bid-writing and grants experience to join us on a voluntary basis to help identify and apply for funding for the group. You will be making a real tangible difference to getting more renewable energy in Croydon!

Job title: Funding Manager

Reporting to: Finance Director

Time commitment:

- Monthly → 3-4 days

General tasks:

- Tracking CCE's ongoing funding applications.
- Researching and identifying upcoming funding opportunities and applying for them on behalf of CCE.
- Tracking where funds have been allocated, in coordination with the Finance Manager.
- Identifying what funding is needed for business activities.
- Following up reporting for funders, in coordination with the Finance Manager.
- Liaising with relevant Project Managers to ensure funding covers project costs

First month:

We anticipate the Funding Manager getting to grips with previous grant applications and funding in the first month. Tasks might include:

- Creating a record of our current funding, where it has been allocated and how much remains.
- Creating a record of all current funding applications, together with status.
- Reporting the current funding status to the Board, along with key funds to target in the first month or two.

Ongoing:

We anticipate the below tasks in relation to ongoing work:

- Creating a database/spreadsheet of funding opportunities which can be managed on an ongoing basis.



- Liaising with the Finance Manager and Business Development Manager about funding status and requirements.
- Completing and monitoring funding applications.
- Managing relationships with Funding bodies.

To apply, please email your CV to hello@croydoncommunityenergy.co.uk. We welcome applications from all backgrounds and will make whatever reasonable adjustments are necessary to facilitate your interview and ongoing work.

www.croydoncommunityenergy.co.uk



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