

Grants & Programmes Manager

Deadline: 30th April 2021 (noon)

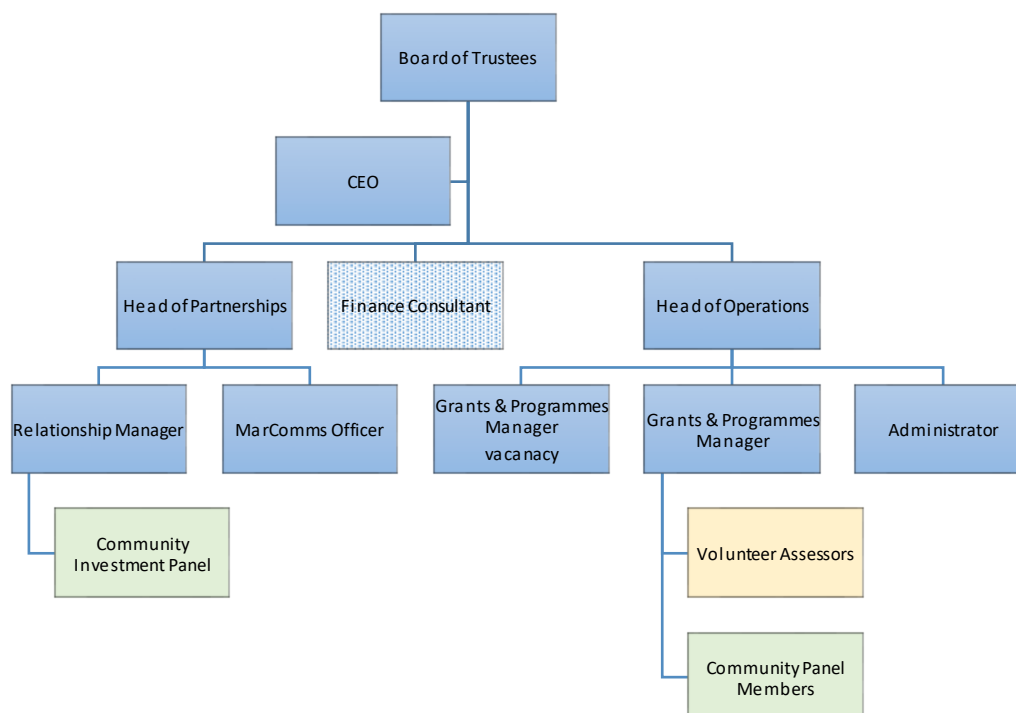
Interviews TBC

Job Title: Grants & Programmes Manager
Hours: Part time (min 25hrs p/w) potential to increase to FT subject to funding
Salary: £23,000 (pro rata), actual £15,333 pa
Holiday entitlement: 25 days holiday per annum, in addition to public holidays (pro rata)
Pension: 5% contributory pension
Reports to: Head of Operations

OVERALL PURPOSE

To work as part of the Grants & Programmes Team to support organisations applying for funding each year through the Foundations grants programme. The post holder manages important relationships with potential and current grantees, building trust and an understanding of their purpose and aims and supporting them to submit appropriate and high quality applications for funding against the funds criteria and Foundations priorities. To lead on wider initiatives, as directed by the CEO and Head of Operations, to ensure the Foundation maintain high standards and contribute to national data sharing and initiatives that strengthen the work and reach of the foundation. The Grants & Programmes Manager will report to the Head of Operations and will work closely with colleagues and be based at the main office and occasional working from home.

Organisational structure



Responsibilities

The specific responsibilities of the **Grants & Programmes Manager** include:

Area of responsibility	Details	% of role
Grant making	<ul style="list-style-type: none"> • To undertake all tasks associated with BLCF's grantmaking functions • Carry out assessments of grants applications (with support for larger and more complex programmes, as appropriate). • Work alongside donors on donor-directed funds as required • Work alongside members of the programmes team to maximise use of our in house CRM database (Salesforce - Digits2) capacity, including for monitoring and impact reporting. • To be informed about voluntary sector and relevant policy issues. • To provide grant-making support to and cover for other funds and programmes, as necessary. • Grant-related administration, including dealing with general enquiries. • Collating applications received and checking for eligibility, requesting and chasing documentation and maintaining paper and electronic records using Digits2. • File paperwork and electronic records, as required. 	50
Monitoring and Evaluation	<ul style="list-style-type: none"> • Assist with preparation of reports on the various funding programmes • Send out reminders for monitoring forms to be returned, where required. • Sign off monitoring forms from applicants • Collate and analyze relevant data on a quarterly basis to contribute towards donor reports • Carry out project visits. 	25
Voluntary Sector Support Activity	<ul style="list-style-type: none"> • To deliver and support workshops and seminars on BLCF programmes and support for local groups and build capacity. • To represent the Foundation at events to promote programmes and provide funding advice. • To support the development of community groups and local charities. • To report back on issues impacting the local voluntary sector through attending external events. 	15
Other	<ul style="list-style-type: none"> • Use manual and computer systems, ensuring that all process and systems integrate into the quality systems. • Actively support the values of the Foundation. • Contribute to the development of the grants team and work constructively with the wider Foundation team. • Participate in training, learning and personal development. • Undertake any other activities commensurate with the grading 	10

	of the post, which may reasonably be required from time to time.	
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Dimensions of the role

Physical Resources:

- Use and maintenance of accurate records on Salesforce database
- Access and use of BLCF management systems incl: Breath HR , Sharepoint

Working Environment:

Based at current business office at Wrest Park, Silsoe, Bedfordshire but working flexible from home and on locations across the county up to 2 days a week.

Equalities:

The postholder will ensure that policies, procedures and activities for service delivery are revised and/or implemented in a way that supports equality for all. These activities should also reflect BLCF’s commitment Diversity Equality and Inclusion (DEI) within the sector and in its work to support the communities of Bedfordshire & Luton.

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job. Listed below are the Essential Criteria without which candidate would be rejected. Some criteria are Desirable and marked **(D)** and are useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential</u> and <u>desirable</u> criteria.		
Attributes	Criteria	How Measured
Experience	Minimum of 1 years’ prior experience of grant-making or similar assessment work. (D) Clear understanding of the wider voluntary and charity sector. (D) Experience of working on externally funded programmes. (D)	1,2

Please make sure, when completing your application form, you give clear examples
of how you meet the essential and desirable criteria.

Attributes	Criteria	How Measured
Skills/Abilities	<p>Excellent personnel skills and able to work effectively within a small team providing support across a width of areas</p> <p>Ability to process information accurately and write succinct reports (D)</p> <p>Excellent networking skills able to establish good interpersonal relationships, rapport and credibility with a wide range of people including Trustees, advisors, donors, grantees and wider stakeholders</p> <p>A self-starter, able to act on own initiative and to organise, plan and prioritise own work load to meet deadlines (D)</p> <p>Ability to work effectively under pressure and to demonstrate a professional approach in a range situations</p> <p>Fully computer literate including Word, Excel, Power Point and use of databases.</p> <p>Understanding of need in the Bedfordshire county (D)</p> <p>Familiarity with legal and financial requirements for charities, community groups and social enterprises. (D)</p>	1,2,3
Equality Issues	<p>Able to demonstrate how diversity, equality and inclusion (DEI) can be made integral to their work and service delivery. (D)</p> <p>Some knowledge and understanding of equality issues and legislation relating to the charity sector. (D)</p>	1,2
Personal attributes	<p>Committed to customer care and the provision of high quality services</p> <p>Ambitious, energetic and with an outward focus</p> <p>Highly motivated, with an enthusiasm and determination to build the resources available and needed to support community needs across Bedfordshire (D)</p> <p>Creative and flexible in outlook (D)</p> <p>Strong commitment to the values of the Community Foundation (D)</p>	1,2

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential</u> and <u>desirable</u> criteria.		
Attributes	Criteria	How Measured
Education and Training	Educated to degree level or equivalent or with work and personal relevant experience	1,4
Other Requirements	Able to work evenings and weekends as necessary Ability to access and work across all of the county of Bedfordshire or other geographical areas as dictated by our funding streams, when necessary. To ensure we meet the business and operational requirements of the organisation. Current driving licence and access to a vehicle	1,2

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

NB: This job description reflects the requirements of BLCF as at March 2021. The role and duties of the post are subject to change in line with the future development of BLCF. BLCF reserves the rights to make such changes as are necessary and any changes required will be discussed with the post holder as appropriate.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The post holder will ensure that BLCF's policies are reflected in all aspects of his/her work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)