**Bedfordshire and Luton Community Foundation**

**Grants Manager**

Salary £25,074-£27,860

 + 5% pension

Full Time 37.5hrs (open to considering 30hrs minimum)

**BLCF** is a leading local grantmaker, striving to be a catalyst for positive change. The Foundation distributes millions of pounds locally each year and is establishing a national reputation for an innovative, community-focused, and strategic approach.

We are seeking a dynamic **Grants Manager** to join our expanding team to help support the Foundation with its grant making programmes and other initiatives and to support our commitment to addressing inequality across Bedfordshire.

Applicants will need to have some experience of the grant making process, excellent written and communication skills and the ability engage a wide range of people.

The job will be a combination of homeworking and office based and flexible and parttime working can be considered. Full training will be provided for the right candidate.

To apply please send a **CV** including **2 references** and a statement of your **Relevant Experience** (no more than 2 sides of A4) and a completed **Equalities Monitoring Form to** administrator@blcf.org.uk **.** More information and copy of the Job Description are available to download from our website at[Work For Us | Bedfordshire & Luton Community Foundation (blcf.org.uk)](https://blcf.org.uk/news/work-for-us/). To discuss this vacancy please call Francesca Johnstone, Head of Impact & Programmes on 01525 306690**.**

Closing date for applications is **Friday 9am, 20th May** with interviews taking place on **Monday 30st May**.

Registered Charity No 1086516

