

Grants Officer

Deadline for applications:
Sunday 30 June 2019

Interviews to be held on Friday 5 July

www.leedscf.org.uk

Background

Leeds Community Foundation is a registered charity, supporting thousands of local charities and voluntary groups (Third Sector Organisations or TSOs) across the city of Leeds and increasingly the city of Bradford, addressing inequalities and working together to help create opportunities for those that most need help.

As part of a national network of 46 UK Community Foundations¹, we invest in these TSOs by distributing grants and sharing advice – acting as a catalyst for positive change.

Leeds Community Foundation relies on the generosity of individuals, businesses and public sector organisations to help local people to gain the support they need now, while investing in a brighter future for all.

Since its origins in 2004, the charity has built on its strong foundations to serve local people. We invest in community solutions to the challenges and opportunities presented to that community, doing 'with' the organisations and individuals who will benefit from the positive change.

Over the next 5 years, our **Plan 2024: Ambitious for All** will ensure that Leeds Community Foundation is agile in response to social and economic challenges, and political change, but crucially will need to establish a firm foundation for long term resilience and steady growth.

Plan 2024 is designed to channel that energy into a shared reality and build a better future now for the communities of Leeds and Bradford that need it most.



¹ <https://www.ukcommunityfoundations.org>

Grants Officer Role

We are looking for a committed individual to join our dynamic team to support the implementation and delivery of the Foundation's Grant-making Strategy across Leeds and Bradford.

This is a great opportunity for someone who has good project management skills, enjoys reviewing and interpreting data and works well both as part of a team and on their own initiative. The ideal candidate will be highly efficient with the ability to work to strict deadlines, be able to demonstrate strong organisational skills and have the ability to build positive relationships with local community groups.

The successful applicant will help to ensure that LCF delivers an accessible and effective grants service by: helping assess applications for grants; overseeing the monitoring of programmes, including gathering and analysing grants data; supporting funded organisations to monitor and evaluate the impact of our grant-making; helping produce monitoring and impact reports for funders.

Job title:	Grants Officer
Reports to:	Head of Grants
Purpose:	To assist the Head of Grants in ensuring the effective and efficient delivery of internal and external Leeds Community Foundation programmes by undertaking grant-making and other activities.
Line Reports:	None
Salary:	£18,000 - £20,000 p.a. FTE, dependent on experience. Salary will be pro rata, as this is a part time position of 21 - 28 hours per week. If eligible, the Employee will be automatically enrolled into the Employer's pension scheme, with contributions at 4%.
Hours of Work:	Part time, between 21 and 28 hours per week, Monday to Friday between our office hours of 9am and 5pm. We are willing to be flexible within these parameters.
Contract Term:	This is a fixed term 6-month post, subject to a probationary period of 6 weeks.
Place of work:	Leeds (city centre offices). We encourage use of public transport where possible, but a mileage allowance is offered for business vehicle and bike mileage.
Equal Opportunities:	Leeds Community Foundation is an equal opportunities employer. We value diversity, promote equality and challenge discrimination. We welcome all applications, regardless of age, disability, gender identity/reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. All applications will be considered solely on merit. We particularly encourage applications from disabled people, Black, Asian and Minority Ethnic people, and trans and non-binary people, who are currently under-represented within our staff team. Our offices are fully accessible.

Job Description

Support the grant-making function

Grant-making

- Provide a general oversight of a portfolio of grants programmes to ensure targets are met and reports produced for funders and donors.
- Undertake assessments of grants applications (with support for larger and more complex programmes, as appropriate), and coordinate the work of external assessors (volunteers or contractors).
- Contribute to the development of grant-making policies, processes and procedures.
- Work with other members of the grants team to maximise use of our in house CRM database (Salesforce - Digits2), including for monitoring and impact reporting.
- Represent the Foundation at events to promote programmes.
- Be informed about voluntary sector and relevant policy issues.
- Provide grant-making support to and cover for other funds, as necessary.
- Grant-related administration, including dealing with general enquiries.
- Collate applications received and check for completeness, requesting and chasing documentation and maintaining paper and electronic records using Digits2.
- File paperwork and electronic records, as required.

Monitoring and Evaluation

- Send out reminders for monitoring forms to be returned.
- Evaluate interim and end of grant reports from funded groups.
- Assist with preparation and writing of impact reports on individual grants programmes and across specific themes (such as older people).
- Collate and analyse relevant data on a quarterly basis and produce reports.

Other

We expect all staff to:

- Comply with relevant policies & procedures including, but not limited to:
 - Health and Safety policy and associated safe working procedures and guidelines
 - Data Protection policy
 - Equal Opportunities policy
 - Confidentiality policy
- Participate in team-working and staff development activities and attend training events
- Actively support the values of Leeds Community Foundation
- Undertake any other duties commensurate with the grading of the post, which may reasonably be required from time to time

Person specification

To be demonstrated as part of your C.V. and cover letter, as well as at the interview:

Attitudes	<ul style="list-style-type: none"> - Highly motivated, with enthusiasm, diligence and determination - Conscientious, reliable and methodical - Committed to making Leeds and Bradford cities of opportunity for all - Demonstrates commitment to the principles of equal opportunities and respecting diversity and inclusion - Willingness to adhere to the Foundation's values (listed above) - Willingness to undertake occasional evening/weekend duties and travel outside of the region - A good team player who is able to support colleagues
Skills	<ul style="list-style-type: none"> - Excellent written, verbal and interpersonal communication skills - Excellent organisational abilities - Attention to detail - Ability to use own initiative but work well as part of a team - Excellent computer and administration skills, with experience of Outlook, Word, Excel and databases (e.g. Salesforce) - Proven time management skills and flexibility to balance competing priorities while working to deadlines
Essential Experience	<ul style="list-style-type: none"> - Accurate processing of information and writing of succinct reports - Understanding of the voluntary and community sector
Desired Experience	<ul style="list-style-type: none"> - Analysis of grant applications and making recommendations on them - Understanding of need in Leeds and/or Bradford - Experience of working on externally funded programmes - Familiarity with legal and financial requirements for charities, community groups and social enterprises
Qualifications	<ul style="list-style-type: none"> - Minimum of A Level / Level 3 or equivalent qualifications or evidence of comparable ability - Relevant work experience is valued

How to apply

The closing date for applications is Sunday 30 June 2019.

Interviews will be held on Friday 5 July, with a view to the successful candidate taking up their post as soon as possible.

To submit an application for this job, please send a completed Equality & Diversity monitoring form, your C.V. and a cover letter (no more than 2 sides of A4) stating why you think you would be ideal for the position, based on the Job Description and Person Specification detailed above.

Please submit applications by email to Simone Ivatts: simone@leedscf.org.uk