

# Head of Grants

Deadline: 12 noon Monday 30 April

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# Our Mission

Our mission is to create opportunity for all, supporting positive change in our local communities that need it most.

# Background

Leeds Community Foundation supports the most disadvantaged groups and communities of Leeds towards our aim of creating a place of opportunity for all. We bring together local philanthropists and other funders with dynamic local organisations and community groups who need funding and other resources.

As a leading grant-maker, we have already distributed over £33m in grants, giving out over £5.5m last year alone, but with 1 in 4 children living in poverty and 16,000 older people saying they feel 'intensely lonely' in Leeds alone, there is much more to be done. We are proud that our grants have already enabled thousands of charities and community groups to improve the lives of many thousands of people in many ways, some life changing, some in terms of every day support.

We are now at a critical point in the organisation's development and are seeking to grow, both in terms of our philanthropic income and the impact we have on the most disadvantaged groups in our community. This post will offer you an excellent opportunity to make your mark at the start of a new phase in the life of Leeds Community Foundation and also the development of our work in Bradford.

Community Foundations are unique in that they are not cause-specific but they do operate within a particular geography. In our case, our focus is primarily on Leeds. We provide opportunities for donors – be they individuals, families, companies or organisations – to give back to their local community by investing in grassroots projects. We are also responsible for the neighbouring District of Bradford and are currently engaged in a pilot programme to see how best to raise investment and distribute grants in this area.

Leeds Community Foundation is a member of UKCF ([www.ukcommunityfoundations.org.uk](http://www.ukcommunityfoundations.org.uk)), a national network of 46 independent local community foundations which, collectively, are the 5th largest national funder in the UK. We are also part of a growing international movement which started in America and now has over 1,500 independent Community Foundations across the globe.

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# Head of Grants

<b>Reporting to:</b>	CEO
<b>Key Relationships:</b>	Funders; local third sector organisations and partners; colleagues
<b>Line Reports:</b>	Grants Officers
<b>Salary:</b>	£30,000 - £34,000 p.a. dependent on experience Contributory pension starting at 3% on completion of probationary period
<b>Hours of work:</b>	35 hours Monday to Friday. There may be some need to work outside normal office hours. Time off in lieu will be given where excessive out of hours working is required.
<b>Contract Term:</b>	The post is subject to a three-month probationary period and is offered on a permanent contract. The notice period for this role is three months. Annual leave of 24 days plus statutory holidays is given and LCF closes over the Christmas period, giving an additional 2–3 days holiday.
<b>Place of Work:</b>	Leeds (city centre offices). We encourage use of public transport where possible, but a mileage allowance is offered for business vehicle and bike mileage.
<b>Equal Opportunities:</b>	We aim to be an Equal Opportunities Employer. 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. Our offices are fully accessible for disabled people.

## Main Purpose of Role

We are a proactive grant-making charity that is looking to increase the impact of our work in Leeds and Bradford through effective and efficient grant-making, and have clear processes and procedures in place to support this. The successful appointee will play a critical role in helping to support the Foundation's ambitious plans in terms of grant distribution. You will have specific responsibility for the efficient and effective delivery of and impact reporting for all LCF's public and private sector grant-making, including liaison with external funders, grants panels, grants applicants and other partners. You will also be responsible for line managing other members of the grants team. We have robust systems in place and achieved top ranking in our national quality accreditation from UKCF in 2017.

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This is a great opportunity for an experienced grant-maker who is a confident communicator with good people skills and who works well both as part of a team and on their own initiative.

# Job Description

## Funding

- Manage a portfolio of funding programmes, and research approaches to delivering LCF's priorities, including through grant-making and commissioning.
- Recruit to, convene and service panels for funding programmes, enabling members to agree plans and recommend awards, as appropriate.
- Match and assess requests from applicants to funding programmes, ensuring applicants receive a high-quality service and that decisions are made in line with the Foundation's policies and grants programme criteria.
- Provide outreach, advice and support to grant applicants and recipients, as appropriate.
- Manage, monitor, evaluate and report on the impact of grants, as required.
- Support the provision of funding advice to groups, whether directly or via third party organisations / other means.
- Liaise and collaborate with fellow community foundations and other funding bodies, as appropriate, to the agreed portfolio of funding programmes.

## Community knowledge

- Use quantitative and qualitative data from a range of internal and external sources to inform grant-making.
- Maintain understanding of policy issues and knowledge of funding practice relevant to the Foundation's work.
- Support senior colleagues in bidding for and designing new funding programmes.

## Operations and management

- Manage staff up to officer level, where required, enabling them to work to high standards and appraising performance biannually against agreed plans and required competencies.
- Manage external contracts, where required, within agreed budgets, maintaining accurate financial records, authorising payments, liaising with other senior colleagues to agree budgets and achieve targets.
- Represent the Community Foundation at events, as required.
- Contribute to wider Foundation activities and shared responsibilities, and undertake other similar duties, as required.

# Person specification

## *Essential skills, knowledge and behaviours*

- Able to effectively manage other people and to inspire and lead a team well.
- Able to work with a range of partners and stakeholders and provide excellent service.
- Minimum 3 years' senior experience of grants programmes management administration and/or other forms of assessment with specific ability to analyse applications.
- Experience of working in/familiarity with the voluntary and community sector and related issues.
- Graduate-level qualification or evidence of comparable ability.
- Working as part of a senior management team, reporting to a Senior Leadership team, committee members and trustees/board members.
- Excellent written and verbal communication skills.
- Able to research, analyse and present information to a wide range of audiences.
- Good organisational and time management skills.
- Able to be self-administrating and to use Word, Excel, Outlook, databases and the internet effectively.
- Enthusiastic and able to cope well under pressure.
- Strong commitment to the values of the Foundation, including equality and diversity.
- Willing to work flexibly and undertake some additional duties outside normal hours.
- Willing to travel regularly within the region and occasionally outside it.

## *Desirable skills, knowledge and behaviours*

- Experience of working in Leeds and/or Bradford.
- Experience of working on and accounting for externally-funded programmes.
- Experience of convening and servicing decision-making or consultative committees/panels.

# How to apply

The closing date for applications is 12 noon on Monday 30 April 2018. Interviews will be held on Friday 4 May and Thursday 10 May, 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 3 sides of A4) stating why you think you would be ideal for

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the position, based on the Job Description and Person Specification. Please send this to: [simone@leedscf.org.uk](mailto:simone@leedscf.org.uk).



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