

# Grants Officer

Deadline: 5pm on Thursday 26 April

# 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.

# Grants Officer 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. We have robust systems in place and achieved top ranking in our national quality accreditation from UKCF in 2017.

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.

<b>Job Title:</b>	Grants Officer
<b>Reports to:</b>	Head of Grants
<b>Purpose:</b>	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.
<b>Salary:</b>	£22,000 - £24,000 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 four weeks. 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 for 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

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 appointee will play an important role in helping to support the Foundation's ambitious plans in terms of grants distribution. This is a great opportunity for a grant maker with experience who is a good communicator and works well both as part of a team and on their own initiative.

## Job Description

### 1. Support the grant-making function

#### Grant-making

- Provide a general oversight of all 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).
- Contribute to the development of grant-making policies.
- Work with other members of the grants team to maximise use of our in house CRM database (Salesforce - Digits2) capacity, including for monitoring and impact reporting.
- To represent the Foundation at events to promote programmes.
- To be informed about voluntary sector and relevant policy issues.
- To provide grant-making support to and cover for other funds, as necessary.
- Grant-related administration, including dealing with general enquiries.
- Collating applications received and checking for completeness, requesting and chasing documentation and maintaining paper and electronic records using Digits2.
- File paperwork and electronic records, as required.

#### Monitoring and Evaluation

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

## 2. Other

- 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 across the wider LCF team.
- Participate in training, learning and personal development.
- Undertake any other activities commensurate with the grading of the post, which may reasonably be required from time to time.

# Person Specification

Knowledge, skills and experience required (to be demonstrated on application form and at interview):

- Ability to analyse grant applications and make recommendations on them.
- Ability to process information accurately and write succinct reports.
- Minimum of 2 years' prior experience of grant-making or similar assessment work.
- Conscientious, reliable and methodical.
- Excellent interpersonal and communication skills.
- Ability to manage workload to deadlines.
- Understanding of the voluntary sector.
- Computer literate and able to be self-administrating.
- Strong commitment to the values of the Community Foundation, including equal opportunities.
- Enthusiasm, flexibility and the ability to cope well under pressure.
- A good team player who is able to support colleagues.
- Willingness to undertake occasional evening/weekend duties and travel outside of the region.

### Desirable

- 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.
- Graduate-level education or evidence of comparable ability.

# How to apply

The closing date for applications is 5pm on Thursday 26 April 2018. Interviews will be held on Tuesday 1 May and Thursday 3 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 the position, based on the Job Description and Person Specification. Please send this to: [simone@leedscf.org.uk](mailto:simone@leedscf.org.uk).