



GRANTS & PROGRAMMES OFFICER

RECRUITMENT PACK

Dovenby Hall
Cockermouth
Cumbria, CA13 0PN



www.cumbriafoundation.org



INTRODUCTION

"Cumbria Community Foundation is the leading independent grant-maker in Cumbria providing much needed financial support to local community groups. This post has been created to support delivery of growth in grant making funds under management at the Community Foundation.

"The post holder will have a particular responsibility for a range of community and individual grant making funds.

"The Community Foundation has a strong track record in promoting philanthropy,

responding to needs in the community and growing its donor and fund base. This is achieved by delivery of high-quality grant making services, effective promotion of philanthropy and long-term development work with individuals, families, business owners, charitable trusts and public bodies. Working as 'one team', which reflects the interdependence of all aspects of the Foundation's work, the knowledge within the Grants and Programmes team informs our work with existing and future donors."

Jenny Benson

Director of Programmes & Partnerships

ABOUT US

While Cumbria has many positive attributes, it also features great inequality, with many disadvantaged and isolated communities, extreme child poverty, youth unemployment and associated mental health issues. These needs are often unseen but are very real.

Cumbria Community Foundation is an independent charity that connects people who care with causes that matter. We exist to tackle poverty and disadvantage and to strengthen Cumbria's communities by inspiring philanthropic giving and by making lifechanging grants.

Our aim is to change people's lives for the better by helping local communities. We want Cumbria to be a great place to live for everyone - a place where people work together to address disadvantage.

We are one of Cumbria's foremost grant makers with an annual grant distribution of circa £2m and endowed assets in excess of £27m. Donors trust our expertise to direct funds to those grassroots organisations and initiatives that make a big difference to the lives of those in genuine need, reaching vital projects that might not otherwise survive.

Since 1999, we have awarded more than £50m in grant aid and currently manage more than 100 grant making funds. We have funded over 4,000 organisations and 8,000 individuals.

Our grant making priorities are:

- Improving the lives of disadvantaged children and young people
- Improving the life skills, education, employability and enterprise of disadvantaged people
- Supporting vulnerable older people
- Improving the health and wellbeing of people
- Strengthening and supporting fragile communities

Our fundholders, donors and supporters benefit from our in-depth knowledge of Cumbrian communities and organisations. We work with partners, funders and stakeholders to co-design programmatic approaches to address community needs and to secure additional funding.

We have an aspiration to develop our expertise and knowledge to address health inequalities in Cumbria and increase our grant making to deliver impactful, local solutions.



JOB DESCRIPTION



Job Title:	Grants & Programmes Officer (Communities)
Employer:	Cumbria Community Foundation (CCF)
Reporting to:	Director of Programmes & Partnership
Responsible for:	N/A
Hours:	Full time (37.5 hours/week) - hours are negotiable
Salary:	£25,000-£29,000 FTE (dependent upon experience)
Location:	Our office is based at Dovenby Hall (1st floor), Dovenby, Cockermouth, CA13 0PN. We operate both a flexible and home working policy, which includes an ability to work partially from home.
Contract:	This position is offered as a permanent contract.
Pension:	After the completion of a successful probationary period, we offer the opportunity to join a pension scheme which makes a matching contribution of up to 7.5% of salary.
Leave:	25 days per year plus bank holidays plus two additional days at Christmas and one at Easter.
Review:	This role has a four-month probationary period.

MAIN PURPOSE OF ROLE

The Grants & Programmes Officer will join the existing established grants team who blend several core activities of the Foundation - grant distribution, fundholder management and fund and programme development.

A highly motivated and enthusiastic individual, you will help to ensure that Cumbria Community Foundation 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 and helping produce monitoring and impact reports for funders. Your responsibilities will include managing a portfolio of windfarm community benefits funds and supporting their associated community advisory panels.

You will report to the Director Programmes & Partnerships, and as a key member of the grants team, will provide a range of grant making services and support future grant programme development.

Ideally with previous grant and donor management experience (although not essential), you will have a commitment to addressing needs in our communities and the ability to form positive working relations with a wide range of people and organisations.

In addition, your strong analytical and communication skills, combined with your ability to think strategically, will ensure that funds are efficiently and effectively directed to help tackle community needs and disadvantage across Cumbria.

This is a great opportunity if you have good project management skills, enjoy reviewing and interpreting data and work well both as part of a team and on your own initiative.

MAIN TASKS & RESPONSIBILITIES

Key Responsibilities:

- Provide a high-quality and effective grant making and fund management service.
- Ensure donor/fundholder satisfaction, through effective fund stewardship.
- Manage a portfolio of individual, family, corporate and publicly funded grant making funds and programmes. Role includes a specific responsibility for managing the Foundation's community benefit funds (e.g. windfarms) and their associated advisory panels.
- Support the effective implementation of CCF's business plan and grant making strategy, maximising delivery of funds to address priority need.
- Support the development of new grant making funds and programmes, as required.



Grant Making:

- Advise and support organisations and individuals on how to apply to the Foundation's grant making funds.
- Understand the needs of community organisations and support them to apply for funding, ensuring high customer satisfaction.
- Assess grant applications within set timescales, in line with CCF's grant making policy and within specific fund criteria, making recommendations for grant awards.
- Prepare grant award recommendations and papers for Grants Committees and Advisory Panels.
- Manage and administer Grants Committees and Advisory Panels, as required.
- Manage, monitor and evaluate grant awards and funding programmes.
- Use the Foundation's Customer Relationship Management (CRM) System, Salesforce, to accurately log grants, applications and donations.
- Undertake project and monitoring visits, as required.
- Produce and present grant making reports and fund reports, as required.
- Provide grant making support to and cover for other funds and other members of the team, as necessary.
- Work with the grants team to review and identify opportunities to improve efficiencies in all aspects of the grants process.
- Report back on issues impacting the local voluntary sector through attending external events.



Donor Stewardship:

- Provide a professional service to donors, funders and partners resulting in their continued support.
- Develop and maintain high-quality relationships with fundholders, donors, partners and funded organisations; ensuring their needs are understood and met.
- Provide reports and information to donors in line with their wishes and attend meetings with donors as required.
- Liaise with donors regarding the scheduling of face-to-face visits to groups and projects, if appropriate, arranging photography and PR releases.

Development of Grant Making Funds and Programmes:

- Seek additional donations from fundholders, donors and supporters to develop grant making funds.
- Engage with partners and communities to understand the assets, needs and opportunities of an area.
- Work closely with the Development Team and partners to develop priorities and themes for new grant making programmes and funds that address needs and opportunities.
- Work with the team and partners to bring about activity, projects for social or system change.

Promotion and Publicity:

- To attend and deliver workshops and seminars on programmes and support for local groups and build capacity.
- Represent the Foundation at events to promote its work.
- Speak to and provide information to organisations and appropriate agencies.
- Support the Communications Team to maximise PR opportunities.
- Contribute to the Foundation's newsletter, social media channels and website.

Other General Duties:

- Keep abreast of developments and policy changes across the charity sector by liaising with senior staff in other charities and personal research. Where appropriate, attend external seminars and workshops on behalf of the Foundation.
- Work as part of a team ensuring that all team functions are covered in times of staff absence.
- Undertake other duties related to the work of the Foundation.



PERSON SPECIFICATION

SKILLS & ABILITIES

Essential

- Experience of analysing, assessing and evaluating grant applications and grants management.
- Ability to provide excellent customer service.
- Excellent relationship skills and the ability to work professionally with a wide range of people.
- Excellent communication skills (verbal, non-verbal and written), including experience of writing detailed reports and presentations.
- Good analytical skills and the ability to interpret accounts, financial data and organisational/project information.
- Excellent organisational and time management skills with the ability to manage a heavy workload and deal with competing priorities.
- Strong IT skills, including working knowledge of Microsoft Office (Word, Excel, Outlook, and PowerPoint) and experience of Customer Relationship Management (CRM) Systems/Grants Management Software (e.g. Salesforce).

Desirable

- Experience of managing grant making programmes.
- Experience of developing proposals and securing funding other funding institutions.
- Understands different legal structures for charitable / community organisations.
- Is able to use a range of social media platforms to share knowledge and seek information.
- Clear understanding of the wider voluntary and charity sector.



EDUCATION

Essential

- Graduate-level education or evidence of comparable ability.

Desirable

- Relevant qualifications or courses

EXPERIENCE & KNOWLEDGE

Essential

- Experience of grant programme and fund management.
- Experience of relationship management and high-level donor stewardship.
- Experience of project, programme and/or fund development.
- Good knowledge and understanding of the Voluntary, Community, Faith and Social Enterprise (VCFSE) Sector.
- Understanding of local community needs and disadvantage.
- Understanding of the funding issues affecting VCFSE organisations supporting communities across Cumbria.
- Knowledge of the local economic, social, environmental, and cultural landscapes.

Desirable

- Experience in managing funding programmes.
- Experience of project management.
- Experience of working in the voluntary and community sectors.
- Knowledge of social and system change.
- Experience of working in a politicised environment and working with a wide range of partners with differing priorities.
- Experience of working in a development or fundraising environment.
- Knowledge of income generation.

PERSONAL ATTRIBUTES

Essential

- A strong team player, with ability to support colleagues.
- Excellent communication and interpersonal skills.
- Self-motivated with experience of managing a diverse workload.
- Hard working, flexible thinking, capable and confident, with excellent attention to detail.
- Enthusiastic and approachable, with a willingness to engage with, listen to and support all stakeholders.
- Flexible approach to working hours, job tasks and responsibilities.
- Willing to take on, and ability to cope with, new challenges.
- A quick learner with an openness to new ideas.
- resilient, calm and professional under pressure.

Desirable

- Passion and understanding for the Foundation and its mission.
- Tactful, diplomatic and assertive when dealing with challenging situations.
- 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.

ANY OTHER REQUIREMENTS

Essential

- Passionate about supporting local people and addressing disadvantage.
- Willingness to undertake occasional evening/weekend duties and travel outside of the region.
- Access to a car with a clean driving licence

Desirable

- Likes tea breaks including cake!



ADDITIONAL REQUIREMENTS

Continuous Personal Development

Work with the Director of Programmes & Partnerships to identify areas for further training and development, undertaking relevant courses and qualifications as required.

Health and Safety

The post holder is required to carry out the duties in accordance with the Foundation's Health and Safety policies and procedures.

Safeguarding

The post holder is required to carry out the duties in accordance with the Foundation's Safeguarding policy and procedures. A basic DBS check is a requirement of this role.

Diversity

The post holder is required to have due regard to equal opportunities at all times, and to work in a fair and reasonable manner towards all people, ensuring service standards are maintained for all.

Quality

To support the Foundation in striving to create a culture with total commitment to quality.

WE LOOK FORWARD TO HEARING FROM YOU

MORE INFORMATION

For an informal discussion about the role, contact Jenny Benson on 01900 825760.

APPLY

To apply for this post please, complete the [APPLICATION FORM](#) by 8am Monday 21st March 2022

Interviews will take place in person on Tuesday 29th March 2022 on the first floor of CCF's offices. Reasonable adjustments will be made where required.

A pre-interview task will be forwarded to those called for interview for completion in advance.

Professional and personal references will be required prior to appointment
Proof of right to work in the UK will be required.



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