



# GRANTS & PROGRAMMES OFFICER

## RECRUITMENT PACK

Dovenby Hall  
Cockermouth  
Cumbria, CA13 0PN



[www.cumbriafoundation.org](http://www.cumbriafoundation.org)





# INTRODUCTION

"Cumbria Community Foundation is one of the county's leading independent grant-makers. We address poverty and inequalities by providing vital funding to local community groups and individuals, raised through donations from philanthropists, companies, charitable trusts and statutory organisations.

"With a recent history of significant growth in our grant making and with ambitions to further increase funds for distribution, this post has been created to increase capacity within the Grants Team.

"The post holder will have a particular responsibility for administering a portfolio

of grant making funds that support children and young people.

We have a strong track record in promoting philanthropy, responding to needs in our communities and growing our donor and fund base. This is achieved by delivery of high-quality grant making services, promoting philanthropy, and long-term development work with individuals, families, business owners, charitable trusts and public bodies. 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 £60m 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 inequalities in Cumbria and increase our grant making to deliver impactful, local solutions.



# JOB DESCRIPTION



Job Title:	Grants & Programmes Officer
Employer:	Cumbria Community Foundation (CCF)
Reporting to:	Director of Programmes & Partnership
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 six-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, donor/fundholder stewardship, grant making fund management and programme development.

With knowledge of the issues facing children and young people in Cumbria, you will manage a portfolio of grant making funds that support effective approaches in addressing these issues.

A highly motivated and enthusiastic individual, you will help to ensure that Cumbria Community Foundation delivers an accessible and effective grant making service by advising applicants, assessing grant applications, making recommendations to donors and fundholders, overseeing the monitoring of



projects and 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 administering a portfolio of grant making funds that support children and young people, and supporting their associated decision making and governance processes.

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 youth or community development work experience and grant making 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 assessment and project management skills, enjoy reviewing and interpreting information 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.
- Administer a portfolio of individual, family, corporate and publicly funded grant making funds and programmes that primarily support children and young people.
- 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:

- Administer, monitor and evaluate grant awards and funding programmes.
- Administer Grants Committees and Advisory Panels, as required.
- Support larger and more complex grants programmes, as appropriate.
- 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:

- 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*

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- 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
- Sound IT skills, including working knowledge of Microsoft Office 365 applications, Teams and SharePoint, Customer Relationship Management (CRM) systems and ability to use online/remote working tools.

### *Desirable*

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- Experience of analysing, assessing and evaluating grant applications and grants management.
- 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*

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- Graduate-level education or evidence of comparable ability.

### *Desirable*

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- Relevant qualifications or courses

## EXPERIENCE & KNOWLEDGE

### *Essential*

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- Experience of working with young people and/or community youth development work.
- Understanding of the issues affecting and the needs of children, young people and local communities.
- Experience of grant programme and fund management.
- Experience of managing relationships with a range of stakeholders.
- Understanding and experience of monitoring processes to track performance against agreed milestones.
- Experience of interpreting and analysing information.
- Excellent organisation skills with the ability to manage and take responsibility for own workload, handle multiple priorities and to work independently.
- Good knowledge and understanding of the Voluntary, Community, and Social Enterprise (VCSE) Sector.
- Knowledge of the local economic, social, environmental, and cultural landscapes.

### *Desirable*

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- 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 and/or donor stewardship.



## PERSONAL ATTRIBUTES

### *Essential*

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- 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*

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- 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*

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- 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*

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- Likes tea breaks including cake!





## EMPLOYEE BENEFITS PACKAGE

- Flexible working hours with remote working.
- 25 days per year holiday plus bank holidays plus two additional days at Christmas and one at Easter.
- Health Care Assistance Plan with employee benefits.
- Pension contributions of up to 7.5% of salary.
- Commitment to personal training and development
- Regular full team away days/half days role.





## 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 9am Tuesday 9th May 2023

Interviews will take place in person on Tuesday 23rd May 2023 on the first floor 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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