GRANTS & PROGRAMMES ADMINISTRATOR

RECRUITMENT PACK

Dovenby Hall
Cockermouth, CA13 0PN

www.cumbriafoundation.org
ABOUT US

While Cumbria has many positive attributes, it also features great inequality, with many vulnerable 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 life-changing 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 average annual grant distribution of £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 health inequalities in Cumbria and increase our grant making to deliver impactful, local solutions.
JOB DESCRIPTION

Job Title: Grants & Programmes Administrator
Employer: Cumbria Community Foundation (CCF)
Hours: 30 - 37.5 hours/week (hours are negotiable)
Salary: £22,500 FTE
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 Administrator will join the existing established grants team who blend several core activities of the Foundation - grant distribution, fund management, and programme development.

The overall purpose of this role is to provide administrative support to the Director of Programmes & Partnerships, the Head of Grants Practice & Programmes, and the wider grants and programme team. From handling grant enquiries to preparing committee meeting papers and arranging events, you will assist in our grant making processes and support our wider programmatic work.

You will have previous administrative experience, keen attention to detail, strong organisational skills, and excellent written and verbal communication skills. Demonstrating a proven track record in providing wide-ranging administration support, you will have proficient IT knowledge (which includes Microsoft Office and managing CRM systems), be client-focused, self-motivated, and the ability to manage a diverse and complex workload.
KEY RESPONSIBILITIES

Programme Support
- Provide support to the Director of Programmes & Partnerships, Head of Grants Practice & Programmes and Grants Team members developing and managing grant making programmes, including reporting against milestones etc.
- To collate and distribute documents for meetings and record minutes as required.
- Arrange events relating to the programmatic work.
- Ensure programmes are monitored in line with agreed processes.

Grants Administration
- To respond to initial enquiries from potential applicants and give advice regarding the grants process.
- Use the Foundation’s Customer Relationship Management (CRM) System, Salesforce, to accurately process applications and record information.
- Ensure relevant documentation has been received with applications.
- Chase monitoring report forms and financial evidence as required.
- Take minutes at grants team meetings and other meetings as required for the wider team.
- Undertake project and monitoring visits, as required.
- Provide support to the Learning & Insights Officer for information as required.
- Provide grant making support to other members of the team, as necessary.
- Cover for the Senior Grants Administrator when on holiday.

Information Systems
- Ensure grants data is accurately recorded on the CRM system.
- Ensure all data is managed in accordance with the Foundation’s data protection policy and in accordance with all relevant data protection legislation.
- Produce grants reports from the database as required.

Events
- Support the wider team in the effective delivery of annual events.

Other General Duties:
- 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

- Excellent administrative skills, preferably with experience of working in an office environment
- Ability to work to strict deadlines with a high level of attention to detail
- Excellent IT skills
- Excellent literacy and numeracy skills, ideally with experience of writing a wide range of documents from emails to meeting minutes.
- Experience of working with databases or CRMs and Microsoft Office.
- Excellent communication, teamwork, and customer service skills
- Flexible and adaptable approach to working hours and job tasks

Desirable

- Experience of using Microsoft and other project management tools
- Research and analytical skills

EDUCATION

Essential

- 5 GCSE passes or equivalent especially in English

Desirable
EXPERIENCE & KNOWLEDGE

Essential

- Experience of information gathering, researching, and analysing written and numerical information
- Experience of working with confidential material.

Desirable

- Experience of working in a fast-paced, working environment with competing pressures
- Experience of working with financial information

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
- 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
- A good memory and ability to remember complex processes
ANY OTHER REQUIREMENTS

Essential

- Passionate about supporting local people and addressing disadvantage
- Access to a car with a clean driving licence

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
OUR VALUES

Staff and trustees agreed these values together, and we embed them in everything we do.

- We empower people through sharing knowledge and expertise.
- We work with integrity and transparency.
- We listen, learn, and respond.
- We are passionate about creating positive and sustained change in our communities.
- We are ambitious, dynamic and effective.
- We reflect our communities’ interests in all our work.
- We embrace equity and diversity and treat everyone fairly.
- We are a good and rewarding place to work and volunteer.

www.cumbriafoundation.org
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 Monday 22nd January 2024

Interviews will take place in person on Tuesday 30th January 2024 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.

Cumbria Community Foundation is a charitable company limited by guarantee. Registered in England and Wales. Charity Registration No: 1075120. Company Registration No: 03713328

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