PROGRAMMES COORDINATOR

RECRUITMENT PACK

Dovenby Hall
Cockermouth, CA13 0PN

www.cumbriafoundation.org
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 grassroot 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: Programmes Coordinator
Employer: Cumbria Community Foundation (CCF)
Reporting to: Head of Grants Practice & Programmes
Hours: Full time (37.5 hours/week)
Salary: Circa £30,000-£36,000 FTE (dependent on experience)
Location: Our office is based at Dovenby Hall (1st floor), Dovenby, Cockermouth, CA13 0PN. All staff are encouraged to work full time in the office; for those who want to, we operate a hybrid working policy which allows flexible and home working (minimum 40% time in the office).
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: 26 days per year plus bank holidays plus two additional days at Christmas.
Review: This role has a six-month probationary period.
INTRODUCTION

Cumbria Community Foundation is the largest independent grant-maker in Cumbria, providing much needed financial support to local community groups. It has a strong track record in promoting philanthropy, responding to needs in the community and growing its donor and fund base.

Since 2020 our strategic grant programme work has developed significantly and includes:

- Transforming West Cumbria – a £6.5m social investment programme funded over five years by Sellafield Ltd, managed by the Foundation and delivered by a range of partners, the programme aims to put local people in charge of their own futures by empowering them to create transformational change.

- Better Tomorrows £1.5m+ programme, launched by David Beeby, Chair of Cumbria Community Foundation and a former High Sheriff of Cumbria, to address a significant gap in youth work provision across Cumbria. Managed by the Foundation and delivered in partnership with Cumbria Youth Alliance. The programme is funded by multiple donors.

- Age Friendly South Lakeland – a partnership programme, funded by a private donor and the NHS, which enables older residents to shape the place where they live and to help people to age well.

Cumbria Community Foundation has ambitious plans to expand our programmatic activities across Cumbria. The Programmes Coordinator will play an important role in the realisation of these plans.
MAIN PURPOSE OF ROLE

Working closely with the Head of Grants Practice & Programmes, you will be responsible for coordinating our strategic grant programmes. The role will join the existing established grants and programmes team who blend several core activities of the Foundation – grant distribution, donor/fundholder stewardship, grant making, fund management and programme delivery.

With knowledge of the issues that face our communities in Cumbria, you will be responsible for managing a portfolio of strategic grant making programmes, building strong working relationships with delivery partners, keeping funders and stakeholders abreast of progress, and demonstrating maximum impact.

Throughout the programme cycle from start up, to implementation and completion, you will ensure that all grant making programmes comply with funder/donor requirements, learning is captured through effective evaluation and that risks are managed effectively.

A highly motivated and enthusiastic individual, you will help to ensure that Cumbria Community Foundation delivers its strategic aim of creating positive and lasting change through our grant making. Through our programme work, we focus on developing collaborative approaches to addressing some of the county’s most entrenched issues and dealing with the root causes of social problems.

Ideally with previous project management and grant making experience (although not essential), the role will balance responsibilities including managing performance via regular data submission and meetings to ensure outcomes are being met, supporting peer learning between delivery partners and seeking to ensure that lessons and experience across our programmes are maximised.

This is a great opportunity if you have excellent project management skills, enjoy reviewing and interpreting information and work well both as part of a team and on your own initiative. The ability to form positive working relations with a wide range of funders, external stakeholders and organisations is critical.

Across all these tasks, the key purpose of the role is to ensure that our strategic programmatic work makes a positive difference in our communities.
KEY RESPONSIBILITIES

Strategic Grant Programme Management:

- Manage a portfolio of strategic grant making programmes, building strong working relationships with delivery partners, keeping funders and stakeholders abreast of progress, and demonstrating maximum impact.
- Support the Head of Grants Practice & Programmes to seek new opportunities to develop additional strategic grant making programmes.
- Use project management methodologies to monitor programme performance, identifying and mitigating programmatic and organisational risk as necessary.
- Establish and maintain appropriate administration and reporting systems, processes and procedures to ensure the smooth running of all strategic programmes.
- Ensure that regular performance data is submitted to a high quality and in an agreed format with each delivery partner. Perform checks to ensure accuracy and check understanding with the delivery partner.
- Support funded delivery partners to develop their reporting systems, as required.
- Work with the Finance Team to manage programme budgets and ensure donor/contract compliance.
- Work with delivery partners to address areas of under-performance, escalating issues where necessary to the Head of Grants Practice & Programmes and/or Director of Programmes & Partnerships.
- Lead, plan and facilitate meetings and workshop events to agree and monitor progress towards programme goals.
- Undertake project visits to monitor and verify delivery partner performance and programmes implementation, as required.
- Work with the Learning & Insights Officer to ensure that evidence of impact is developed in programmes to help in positioning for future funding.
- Use the Foundation’s Customer Relationship Management (CRM) System, Salesforce, to accurately maintain records.
- Ensure compliance with CCF systems, processes, and tools in the delivery of programmes.
- Support the effective implementation of CCF’s business plan and grant making strategy, maximising delivery of funds to address priority need.
- Undertake research regarding similar programmes in other organisations and recommend improvements as appropriate.
KEY RESPONSIBILITIES (cont)

Funder Stewardship:

- Ensure donor/funder satisfaction, through effective stewardship.
- Develop and maintain high-quality relationships with funders, donors, partners, key stakeholders and funded organisations; ensuring their needs are understood and met.
- Seek additional donations/funding from donors/funders for new and existing programmes.
- Provide reports and information to donors in line with their wishes and attend meetings with donors as required.

Promotion and publicity:

- To attend and deliver workshops and seminars on programmatic work.
- 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

- Excellent project/programme management skills.
- Excellent relationship skills and the ability to work professionally with a wide range of stakeholders.
- Strategic thinking and ability to identify opportunities for impact.
- Ability to facilitate workshops and speak in front of groups.
- Excellent communication skills, including experience of writing detailed reports and presentations.
- Ability to explain complex information, in a variety of media, and ensure that the information is understood by the recipient.
- Ability to plan, prioritise and work collaboratively, corporately, and strategically to achieve demanding targets and deadlines.
- 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 and experience of Customer Relationship Management (CRM) Systems

Desirable

- Experience of developing and applying Theory of Change.
- Third sector/community front line experience.
- Understanding of co-production or similar approaches to involve beneficiaries, practitioners and decision-makers.
- Clear understanding of the wider voluntary and charity sector.
- Experience of developing proposals and securing funding.
EXPERIENCE & KNOWLEDGE

Essential

- Practical experience and knowledge of project management tools and practice.
- Experience of establishing reporting systems, processes and procedures to ensure the smooth running of projects/programmes.
- Experience of developing overall evaluation frameworks and measures to evidence outcomes/impact.
- Experience and knowledge of setting up and using project management methodologies.
- Experience of designing, implementing and embedding evaluation and social impact frameworks.
- Experience of project and programme evaluation.
- Experience of working with a range of internal and external stakeholders, including funders.
- Understanding of local community needs.

Desirable

- Experience of social impact and social value.
- Experience of project management.
- Grant management experience.
- 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.
- Good knowledge and understanding of the Voluntary, Community, Faith and Social Enterprise (VCFSE) Sector.
- Understanding of the funding issues affecting VCFSE organisations supporting communities across Cumbria.
- Knowledge of the local economic, social, environmental, and cultural landscapes.

EDUCATION

Essential

- Relevant graduate-level education or evidence of comparable ability.

Desirable

- Relevant project management qualifications.
PERSONAL ATTRIBUTES

Essential

- Excellent communication and interpersonal skills.
- Ability to develop excellent relationships, with a wide range of people including funded delivery partners, funders and stakeholders.
- Tactful, diplomatic and assertive when dealing with challenging situations.
- A strong team player, with ability to support colleagues.
- 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.
- Challenging in a constructive and helpful manner.

Desirable

- Passion and understanding for the Foundation and its mission.
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 for work with appropriate business use insurance cover.

EMPLOYEE BENEFITS PACKAGE

- Flexible working hours with remote working.
- 26 days per year holiday plus bank holidays plus two additional days at Christmas.
- 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.
Continuous Personal Development
Work with the head of Grants Practice & Programmes 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.
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
WE LOOK FORWARD TO HEARING FROM YOU

MORE INFORMATION

For an informal discussion about the role, contact Annalee Holliday on 01900 820827.

APPLY

To apply for this post please, complete the APPLICATION FORM by 9am Monday 1 July 2024.

Interviews will take place in person on Tuesday 16 July 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.

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