

## **Freelance Grants Assessor**

### **Summary**

Cheshire Community Foundation, a member of the network of UK Community Foundations supports local charities and voluntary groups across Cheshire and Warrington to help overcome disadvantage and provide support for vulnerable local people. We provide an intelligent and effective grant-making service to our Donors and are keen to develop our capacity by building our pool of independent and experienced Freelance Grants Assessors.

### **Background**

Cheshire Community Foundation is a registered charity raises funds to support hundreds of amazing small charities and voluntary groups across the whole of Cheshire and Warrington. We connect people and companies with the most effective grass-roots charities, helping those most in need, whilst enabling our donors to feel proud that they've made a real difference.

Since our inception in 2011, we have built on our strong foundations to serve local people. We invest in local solutions to the challenges and opportunities presented to that community, working 'with' the organisations and individuals, who will benefit from the positive change and following a period of growth are looking to build our grants management capability.

### **Main Purpose of the Assessor Role**

The role involves undertaking robust grant application assessments for community-based projects of third sector organisations seeking support from the Foundation's various funding programmes. We have a fantastic core team of staff who lead on our programmes, assess grants and look at impact, but we want to make sure we can always draw on relevant lived experience and manage periods of higher workload effectively.

### **Job Description**

**Reporting to:** Grants Manager

**Hours of work:** Assessors will be part of an active pool, engaged as required on an ad-hoc basis.

**Contract:** Successful candidates will be taken on as self-employed grants assessors and may be paid by grant programme assessed or an hourly rate of c.£13.50 per hour payable on presentation of an invoice and timesheet.

**Place of Work:** Remote or home working with potentially occasional requirement to attend meetings or grant panels in Cheshire

## Key Tasks

- Assess grant applications for projects from third sector community organisations across Cheshire and Warrington, such as registered charities, social enterprises, CICs and CIOs, addressing a range of social, community, and environmental issues.
- Work as part of a grants assessment team to identify strengths, weaknesses and risks of grant applications, as well as value for money, and propose appropriate recommendations, changes and/or grant conditions to an independent grant decision-making panel.
- Undertake relevant training and keep up to date with the assessment and application process and materials.
- Undertake peer reviews, and present assessments to a grants panel, if required to do so.
- To record all information on our database and ensure it is updated on a regular basis.

## Person Specification Essential experience

- Previous experience of grant-making or grants assessment work ideally in a charitable or public-sector organisation
- Ability to undertake an organisational health check – mission, governance, finances, sustainability, accountability, safeguarding, impact, team, and so on.

## Desirable experience

- Work or volunteering experience in a charitable or public sector organisation, particularly in the planning, delivery, management or assessment of community-based projects.

## Skills

- Ability to produce well written and evidenced organisational or project assessment reports, with recommendations organised in a logical and coherent manner for consideration by a decisionmaking grants panel.
- Attitudes/knowledge
- Understanding of grants assessment from a diversity, equity, and inclusion perspective.
- Understanding of relevance of lived experience.
- Understanding and knowledge of a range of social issues and how they impact on diverse communities in cities (particularly Cheshire).

**Equal Opportunities:** Cheshire Community Foundation is an equal opportunities employer. We serve an area that is growing increasingly diverse and we aim for our team to reflect our communities. We particularly welcome applications from people from diverse communities, who are currently under-represented within our pool of freelance grants assessors

## To apply

Please send your CV and a supporting statement (maximum 2 sides of A4) outlining your experience and availability for interviews to [office@cheshirecommunityfoundation.org.uk](mailto:office@cheshirecommunityfoundation.org.uk)

**Closing date for Applications: 30<sup>th</sup> January 2022**

