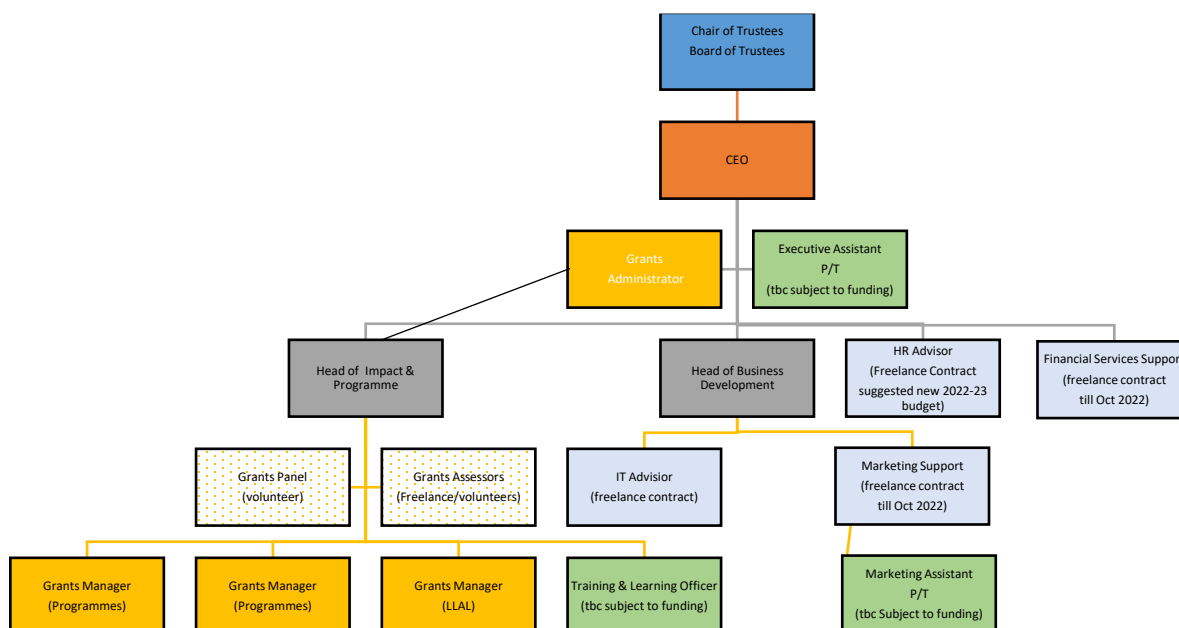


Job Title: Grants Manager
Holiday entitlement: 30 days holiday per annum, in addition to public holidays (pro rata)
Pension: 5% contributory pension
Reports to: Head of Impact & Programmes

OVERALL PURPOSE

To work as part of the **Grants & Programmes Team** to support organisations applying for funding each year through the Foundations grants programme. The post holder manages important relationships with potential and current grantees, building trust and an understanding of their purpose and aims and supporting them to submit appropriate and high-quality applications for funding against the funds criteria and Foundation’s priorities. To lead on wider initiatives, as directed by the Head of Impact & Programmes (and on occasion by the CEO and Head of Business Development) to ensure the Foundation maintain high standards and contribute to national data sharing and initiatives that strengthen the work and reach of the foundation. The Grants Manager will report to the Head of Impact & Programmes and will work closely with colleagues across the Foundation contributing to the delivery of the Foundations Strategic Plan, vision, and values.

Organisational structure



Responsibilities

The specific responsibilities of the **Grants Manager** include:

| Area of responsibility | Details | % of role |
|------------------------|---------|-----------|
|------------------------|---------|-----------|

| | | |
|---------------------------------------|--|-----------|
| <p>Core Role Delivery</p> | <p>To undertake all tasks associated with BLCF’s grantmaking functions including carry out assessments of grants applications (with support for larger and more complex programmes, as appropriate), work alongside donors on donor-directed funds as required</p> <p>Work alongside members of the team to maximize use of our inhouse CRM database for monitoring and impact reporting working with the Head of Grants & Programmes.</p> <p>Provide grant-making support and advise to potential and existing grantees on our funds and programmes, to ensure open and transparent access to our programmes and proactively looking to address inequality and fairer access to opportunities the Foundation offers.</p> <p>Provide and support grant-related administration, including dealing with general enquiries, collating applications received and checking for eligibility, requesting and chasing documentation and maintaining paper and electronic records, file paperwork and electronic records, as required and in line with the Foundations agreed Information Architecture.</p> | <p>50</p> |
| <p>Performance Management</p> | <p>Support Head of Impact & Programmes to set up monitoring requirements and manage and support all regular agreed monitoring processes. Send out reminders for monitoring forms to be returned, where required and sign off monitoring forms from applicants. Collate and analyze relevant data on a quarterly basis to contribute towards donor reports</p> <p>Contribute to the production of delivery/donor reports as required to funders as requested by Senior Leadership Team</p> <p>Work with Head of Impact & Programme to agreed development areas in annual appraisal to ensure high levels of knowledge and expertise are developed that add value to the Foundation.</p> <p>Ensure appropriate levels of training are maintained and a good working understanding of the policies and procedures of the Foundation.</p> | <p>20</p> |
| <p>Relationship Management</p> | <p>Regularly connect and engage with grantees, charity forums and networks to promote the work of the Foundation and help raise our profile. Maintain and share our vision and value and help those who wish to work with us understand the processes and requirements we have. Listen and learn and share the needs of communities back into the work of the Foundation to ensure we are always ‘need led’</p> | <p>20</p> |

| | | |
|--------------------------------------|--|---|
| | Make regular visits to Grantees | |
| Representing the Organisation | <p>Maintain a good working understanding of community and charity sector issues in order to better inform our work, ensuring information is cascades to wider members of the team.</p> <p>Represent the Foundation in a positive way, at Regional and National events as required by Head of Impact & programmes (or occasionally CEO) deputising on occasion.</p> <p>Proactively develop and maintain an appropriate network of contacts in the grant making sector across the whole geographic reach of the Foundation. Deliver and support workshops and seminars and fund launches for the Foundations existing and new programmes and initiatives.</p> <p>Provide proactive support to the CEO with other initiatives, where required</p> | 5 |
| Other responsibilities | <p>Be an ambassador for the work of the Foundation by demonstrating its values in the delivery of its work.</p> <p>Work closely with other members of the team to ensure that the Foundation achieves excellence in grant-making and all its operational aspects.</p> <p>Carry out other associated duties, which may arise, develop, or be assigned, in line with the scale and general nature of the post.</p> | 5 |

Dimensions of the role

Physical Resources:

- Use and maintenance of accurate records on Salesforce database
- Access and use of BLCF management systems incl: Breath HR, Sharepoint

Staff management

Day to day management of

- Volunteers, interns and occasionally freelance staff as directed to by Line manager as and when required

Working Environment:

Based at current business office at Wrest Park, Silsoe, Bedfordshire but working flexible from home and on locations across the county as required.

Equalities:

The postholder will ensure that policies, procedures and activities for service delivery are revised and/or implemented in a way that supports equality for all. These activities should also reflect BLCF's commitment

Diversity Equality and Inclusion (DEI) within the sector and in its work to support the communities of Bedfordshire & Luton.

Person Specification

This acts as selection criteria and gives an outline of the types of persons and the characteristics required to do the job. Listed below are the Essential Criteria without which candidate would be rejected. Some criteria are Desirable and marked **(D)** and are useful for choosing between two good candidates

| Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria. | | |
|---|--|--------------|
| Attributes | Criteria | How Measured |
| Experience | <p>Some prior experience of grant-making or similar assessment work.</p> <p>Clear understanding of the wider voluntary and charity sector.</p> <p>Experience of working on externally funded programmes.</p> | 1,2 |
| Skills/Abilities | <p>Excellent personnel skills and able to work effectively within a small team providing support across a width of areas</p> <p>Ability to process information accurately and write succinct reports</p> <p>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</p> <p>A self-starter, able to act on own initiative and to organise, plan and prioritise own workload to meet deadlines</p> <p>Ability to work effectively under pressure and to demonstrate a professional approach in a range situation</p> <p>Fully computer literate including Word, Excel, Power Point and use of databases.</p> <p>Understanding of need in the Bedfordshire County (D)</p> <p>Familiarity with legal and financial requirements for charities, community groups and social enterprises. (D)</p> | 1,2,3 |

| Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable criteria</u> . | | |
|---|--|--------------|
| Attributes | Criteria | How Measured |
| Equality Issues | <p>Able to demonstrate how diversity, equality and inclusion (DEI) can be made integral to their work and service delivery.</p> <p>Some knowledge and understanding of equality issues and legislation relating to the charity sector. (D)</p> | 1,2 |
| Personal attributes | <p>Committed to customer care and the provision of high-quality services</p> <p>Ambitious, energetic and with an outward focus</p> <p>Highly motivated, with an enthusiasm and determination to build the resources available and needed to support community needs across Bedfordshire</p> <p>Creative and flexible in outlook</p> <p>Strong commitment to the values of the Community Foundation</p> | 1,2 |
| Education and Training | Educated to degree level or equivalent or with work and personal relevant experience | 1,4 |
| Other Requirements | <p>Able to work evenings and weekends as necessary</p> <p>Ability to access and work across all of the county of Bedfordshire or other geographical areas as dictated by our funding streams, when necessary. To ensure we meet the business and operational requirements of the organisation.</p> <p>Current driving licence and access to a vehicle</p> | 1,2 |

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

NB: This job description reflects the requirements of BLCF as of January 2022. The role and duties of the post are subject to change in line with the future development of BLCF. BLCF reserves the rights to make such changes as are necessary and any changes required will be discussed with the post holder as appropriate.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The post holder will ensure that BLCF's policies are reflected in all aspects of his/her work, in particular those relating to:

- (i) Equal Opportunities

- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)