South Yorkshire's Community Foundation

JOB DESCRIPTION

Grants Officer
Part-time role, fixed term contract for 12 months: 30 hours per week

Salary: Grade 4, £25,000 - £36,000 per year (pro rata) depending on experience

Key Relationships:
Grants and Partnerships Manager and other Grants Officers; Deputy CEO and Head of Partnerships and Programmes and staff in the Philanthropy Team. Other relationships include Chief Executive, Finance Manager, and the South Yorkshire Funding Advice Bureau (SYFAB) Team. Key external relationships include community and voluntary sector groups.

Role
To work within our small team and under the guidance of our Grants and Partnerships Manager to efficiently deliver South Yorkshire's Community Foundation's (SYCF) varied grants programmes by:

- Reading, assessment and due diligence on grant applications against a variety of different grant programmes
- Supporting community organisations during application and during the term of their grants
- Evaluating reports from grant recipients to understand and communicate the impact of our funding

Key Responsibilities:

Grant assessment and pre-award support:

- Undertake due diligence and assessment of grant applications against the criteria and priorities set for the grant's programmes, often working to tight deadlines
- Work with other members of the grants team to maximise use of our in-house CRM database (Salesforce & Plinth), including tracking applications, recording assessments, contacting applicants, recording grant allocations, receiving monitoring and reporting impact
- Support volunteer decision making panels, including preparation of papers summarising applications and assessments, providing advice and recording decisions
- Liaise with donors and funders to distribute grants effectively in line with criteria
- Represent the Foundation at events to promote grants programmes
- Allocation of funds including liaison and support for our donors (in collaboration with the Philanthropy team)

- Work closely with the SYFAB team to provide information, advice and guidance to community organisations.
- Visiting groups to support them during the application process and term of delivery.
- Answer queries by phone and email from individuals and community groups about eligibility for grants programmes, and supporting community organisations to apply for funding

Reporting and evaluation:

- Evaluate interim and end of grant reports from funded groups to understand the outcomes achieved and any problems encountered
- Collate and report outcomes to understand and communicate the impact of SYCF's funding

General:

- Contribute to the development of grant-making policies, processes and procedures
- Keep informed about voluntary sector and relevant policy issues
- Participate in team-working and staff development activities, attend training events, team meetings and network meetings with UK Community Foundations (UKCF)
- Carry out other duties appropriate to the role and within the office as may be delegated by the Chief Executive, Deputy CEO and Head of Partnerships and Programmes and the Grants and Partnerships Manager

Person specification

Attitudes

- Committed to improving the quality of life for our communities and supporting organisations to create healthier, safer and better places to live.
- Conscientious, reliable and methodical
- Demonstrates commitment to the principles of equal opportunities and respecting diversity and inclusion
- Willingness to undertake occasional evening/weekend duties and travel across South Yorkshire
- A good team player who can support colleagues
- Willingness to adhere to the Foundation's values

Skills

- Excellent written, verbal and communication skills
- Organised and can manage a varied workload
- Attention to detail

Essential Experience

- Excellent computer and administrative skills, with experience of Microsoft Office - Outlook, Word, Excel

- Accurate processing of information and writing of concise, clear reports for internal and external use.
- Experience of working with data bases and CRM systems, particularly Salesforce.
- Understanding of the voluntary and community sector
- Analysis of grant applications and making recommendations on them

Desirable Experience

- Understanding of communities and need in South Yorkshire
- Experience of working on externally funded programmes
- Familiarity with legal and financial requirements for charities, community groups and social enterprises

Terms:

- The job will involve travel within South Yorkshire area and sometimes beyond so access to a car and a full, clean driving license would be advantageous.
- Holidays will be pro rata 25 days a year plus bank holidays.
- Flexible working is available where appropriate. Our office is open 8am – 6pm Monday – Friday.
- After three months employment, auto-enrolment into the People's Pension scheme, with employer's contribution of 6% of pensionable pay and employee's contribution of 4% of pensionable pay (you can choose to opt out)
- After twelve months employment, access to the Westfield Health Scheme level 2, covering optical, dental and other health care
- Birthday leave
- Up to 2 days volunteering leave
- Office closure during the week of Christmas