

Recruitment of **GRANTS OFFICER (ORGANISATIONS AND SCHOOLS)**

2 January 2019

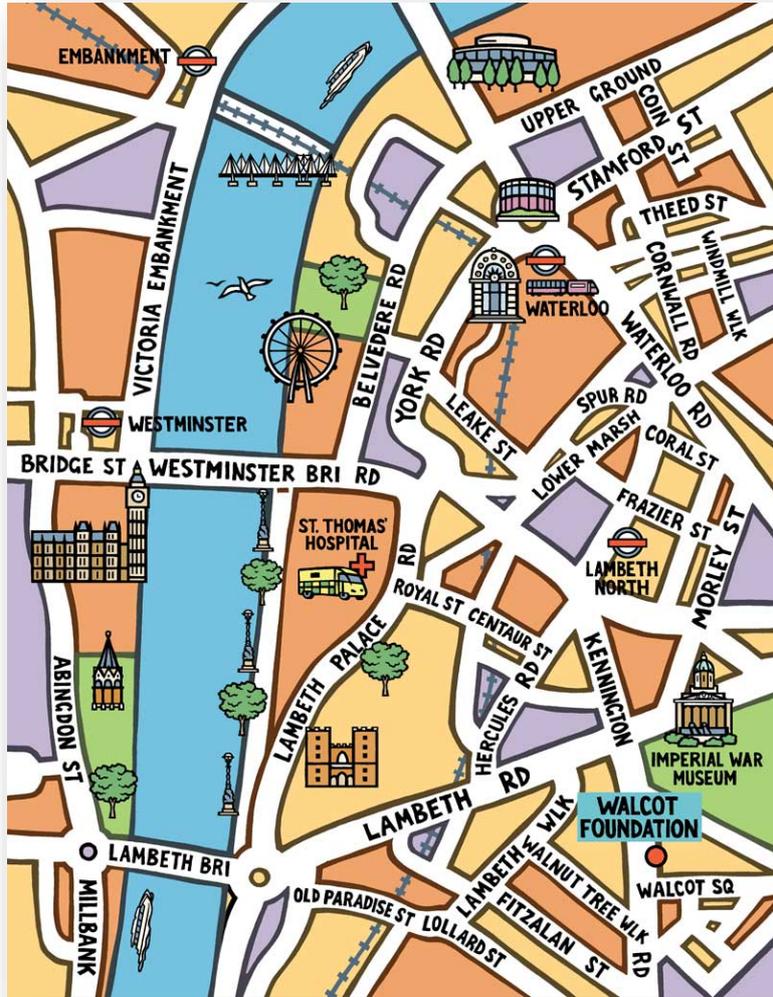
We are an independent grant-making foundation and charity with roots from the early 17th century. Our work is to break cycles of financial deprivation for people living in Lambeth. We offer *a hand up, not a hand out*, and seek to *tackle poverty by creating opportunity*

Over the ten years to March 2018 we made grants amounting to over £19 million. The Foundation's assets are in excess of £100 million.

We are seeking a new colleague with the right professional and personal skills to join us in this key role.

walcotfoundation.org.uk

We are located close to the Imperial War Museum and within easy reach of stations at Lambeth North, Elephant & Castle and Waterloo



THE PERSON WE SEEK - SUMMARY	4
ABOUT THE JOB	4
Terms.....	4
Purpose of the Role.....	4
Job Description (Key Duties)	5
Person Specification (What We Are Looking For).....	7
WORKING FOR THE FOUNDATION	8
Structure.....	9
OTHER INFORMATION	9
Access.....	9
Evening duties.....	9
RECRUITMENT PROCESS	9

THE PERSON WE SEEK - SUMMARY

We are looking for someone to join us as Grants Officer who –

- has a **real interest and commitment** to the purpose of the Foundation
- has an **understanding of the impact of poverty** on young people and young adults
- is able to **bring grantmaking to life** for purposeful outcomes
- is able to **develop effective partnerships with stakeholders and other grant-makers**
- is able to **effectively analyse, synthesise and summarise data** from a variety of sources
- has **good communication skills** (writing, speaking, listening)
- has the temperament to work well as **part of a team**

Experience of community-based projects and organisations is desirable but not essential if you possess a transferable understanding of what makes organisations effective

Candidates from black and minority ethnic backgrounds (currently under represented in our team) are encouraged to apply.

ABOUT THE JOB

Terms

The post is permanent and full time (35 hours a week, Monday-Friday 0900-1700) and is based at our offices at 127 Kennington Road London SE11 6SF. We are very close to the Imperial War Museum and a short walk from Lambeth North Underground Station (Bakerloo Line). Elephant & Castle and Waterloo stations are within easy walking distance. We are well served by bus routes.

Salary is on a scale currently £30,012-£37,650 (Spinal Column points SCP29-SCP38). The salary starting point is dependent on experience. Annual progression along the scale is subject to appraisal. The Foundation contributes 10% of salary to an employee pension. The appointee is required to contribute to their pension at a rate no lower than the national auto-enrolment level.

Annual leave entitlement is 28 days (plus public holidays).

The appointee will serve a six month probationary period. The post reports to the Grants Manager.

Purpose of the Role

The Foundation makes grants to organisations, schools and individuals. We have an annual grants budget of c£2m. The majority of our grants are focused on improving education and employment opportunities of young Lambeth residents from low-income backgrounds.

This post will **have a particular focus** on: assessing and administering grant applications from organisations and schools; monitoring and evaluating grants made to organisations and schools; and supporting grantee organisations in improving their effectiveness. The **role requires**: contact with applicants (primarily via email and telephone); the ability to present clear written assessment reports, recommendations and decisions; and **the ability** to think critically in order to ensure that the Foundation's grants make a long-term, sustainable difference to individuals'

lives in accordance with the Foundation's Schemes, aims and objectives. **The work requires** attention to detail and effective time management.

The post holder will also be responsible for identifying and developing strategic partnerships with other organisations that increase the impact of our work and supporting capacity building activities delivered by partner organisations including the co-facilitation of a Peer Support Network for small to medium grantee organisations.

The focus of the role described above may change depending on the needs of the Foundation.

Job Description (Key Duties)

General role

- 1 To carry out assessments of grant applications and post-award monitoring of organisations/schools.
- 2 To liaise with partner organisations delivering capacity-building support (Community Learning and Empowerment Network and Battersea Arts Centre) and to co-facilitate the Lambeth Peer Support Network (quarterly meeting of Walcot-funded organisations hosted at the Foundation)..
- 3 To share in the work of the small staff team in administering the Foundation effectively and cheerfully and in maintaining and promoting the Foundation's positive image and reputation.
- 4 To undertake such additional duties as may be reasonably assigned.

Grant-making, monitoring and evaluation

- 5 To assess and process grant applications from organisations and schools, to include all associated activities which may occur both pre and post-award (or refusal), such as:
 - providing advice and guidance to applicants and prospective applicants, primarily via telephone and email;
 - scrutinising and assessing applications (including assessment visits);
 - liaising and negotiating with applicants on any aspects of their applications;
 - reaching a judgement and recommendation on each case, in line with current grant-making policies;
 - preparing and presenting written case reports with detailed analysis and recommendations;
 - referring organisations to Walcot Capacity Building project as required.
 - working closely with the Grants Administrator to ensure all grants records are maintained and correspondence sent out in a timely manner.
- 6 To ensure grant recipients comply with monitoring and evaluation requirements and carry out project monitoring visits.
- 7 To analyse monitoring and evaluation results and make recommendations for future grant-making based on these.

Partnership Development/Management

- 8 In liaison with the Grants Manager to research, develop and manage appropriate partnership/s with other organisations (particularly other grant-makers) that increase the impact of the Foundation in line with Governor priorities.

Associated Administration

- 9 To maintain full records and audit trails (manual and electronic).
- 10 To assist in the maintenance of accurate financial records; to reconcile grant payments with the Finance Manager; to provide grant payments and other information as needed to assist in the preparation of the annual accounts and any other financial reports.
- 11 To process applications and prepare written reports for presentation to meetings of the Governors and to attend meetings as required.

Other

- 12 To provide input as required to strategic planning and to new initiatives.
- 13 To monitor and be familiar with relevant legislation and with national and local government funding initiatives as they relate to poverty, social exclusion and education.
- 14 To maintain familiarity with the area of benefit (Lambeth) and its communities.
- 15 To keep in touch with the developments, trends and issues affecting the voluntary sector, especially those of direct relevance to the Foundation's work.
- 16 To assist colleagues and Governors in all areas of the Foundation's operation and to carry out such tasks as deemed necessary for the effective and efficient functioning of the Foundation and the Walcot Estate, as may be commensurate with the grade and role.
- 17 To comply with all current employment, charity, data protection, equalities and other law and regulations.

Person Specification (What We Are Looking For)

Education/ Professional Qualifications	<p>1 A high level of intellectual and analytical ability is required. This may be evidenced by a degree, professional qualification, or by successfully working at a level of complexity comparable to this post.</p>
Knowledge & competence	<p>ESSENTIAL</p> <p>2 Knowledge of issues facing children, families and young people from low income backgrounds in an inner-city context</p> <p>3 An understanding of poverty and of education/employment as a route out of poverty and the ability to think inventively about how these might be tackled through effective grant-making</p> <p>4 Excellent oral and written communication skills</p> <p>5 Ability to interpret quantitative and qualitative data</p> <p>6 High level of IT competence (Word, Excel)</p> <p>DESIRABLE</p> <p>7 Knowledge of the voluntary (Third) sector</p> <p>8 Knowledge of the Salesforce platform (or comparable cloud-based database systems)</p> <p>9 Knowledge of monitoring/evaluation systems</p> <p>10 A working familiarity with budgets and an ability to read and interpret a basic set of accounts or the ability to develop this</p>
Experience	<p>ESSENTIAL</p> <p>11 Experience of having worked successfully as part of a team</p> <p>12 Experience of assessing projects or programmes and developing proposals</p> <p>13 Experience of partnership working</p> <p>DESIRABLE</p> <p>14 Experience of community-based initiatives and especially those concerned with helping people (particularly children and young adults) affected by poverty/disadvantage develop their future prospects.</p>
Personal qualities	<p>15 A high level of intellectual and analytical ability</p> <p>16 Friendly, able to work within a small team and to relate appropriately – in the role – to a wide variety of people</p> <p>17 Demonstrates initiative, resourcefulness and self-motivation</p> <p>18 Administrative skills that demonstrate the ability to organise and manage workload to deadlines</p> <p>19 Committed to the objects and ethos of the Foundation</p> <p>20 An understanding of the issues raised in a multi-cultural setting and an understanding of and a commitment to issues of diversity and equality.</p>

WORKING FOR THE FOUNDATION

We're a small team, committed to the Foundation's work and its approach. Staff turnover is low, reflecting job satisfaction and a positive working environment. Relationships within the staff team and with Governors are good. We don't take these for granted and work at maintaining and nurturing them. There is an understanding of the different roles we play and in particular of the role of the Governors as charity trustees charged with ultimate responsibility for the stewardship of the Foundation, its assets and its purpose.

Because we are a small team no post can be exclusively restricted to one area of work. All staff are expected to contribute to the team and to work flexibly as required by the Director. Each member is expected to support colleagues and to work co-operatively and to take an interest in all aspects of the Foundation's activity. Each member of the team is expected to make corporate contributions, commensurate with their post, to strategy and development for the furtherance of the Foundation's aims.

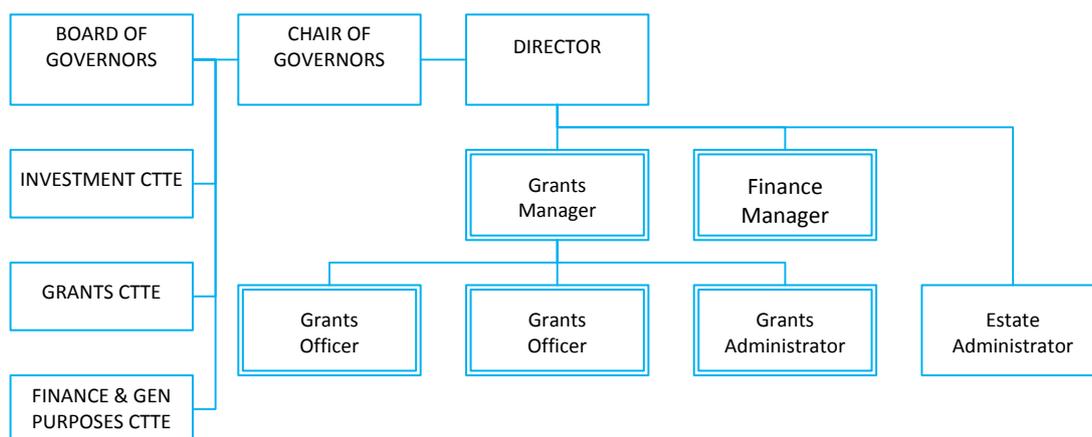
All post holders are representatives of the Foundation and so must conduct themselves in such a way as to maintain and enhance its purpose and mission. Some information retained by the Foundation is of a confidential nature and staff members are required to treat this with care and discretion.

Our principal function is to realise the Governors' wishes for how we are to fulfil our 17th century charitable purpose (the relief of poverty in Lambeth) in the light of 21st century realities of social and financial exclusion. To find out more, please look around our website.

The Foundation comprises four charities, two of which bear the name of our principal benefactor Edmund Walcot. Other charities have been subsumed over the years. We can trace our earliest roots to 1618. Our 'area of benefit' is coterminous with Lambeth, an inner London local authority area.

We are very fortunate in being an endowed charity where our assets generate our income. We manage these carefully and control our costs in order to maximise the sums we have for grant-making. *Our aim is to have a real impact on the lives of those we assist by improving their long-term employment prospects.* An important aspect is our view of grantees as partners and not as recipients of charity. Many of those we help have reason to feel forgotten by society. Our aim is to build on the strengths they have and to restore their self-confidence.

Structure



OTHER INFORMATION

Access

Our offices are situated in adjoining basements of two 18th century townhouses. Access is by steps, and once within the offices there are several changes in floor level. There is no wheelchair access.

Evening duties

The Grants Officer is required to attend meetings of the Grants Committee (about 6 meetings a year). These take place in the Governors' Boardroom from 6.30pm. There may be occasional other evening meetings.

RECRUITMENT PROCESS

Please only make an application if you meet our **Person Specification** details contained in this pack.

Send your CV **AND** a covering letter of no more than two pages of type. **The letter must set out why you are interested, and how you meet the Person Specification.** What you write, and how you write it, will form part of the basis for our long listing.

Optionally please also complete our Equalities Monitoring Form (to be found in the download section of www.walcotfoundation.org.uk/jobs). This is used solely for statistical and monitoring purposes). Send your CV and letter (and the optional Equalities monitoring Form if you chose to) in a single email to office@walcotfoundation.org.uk

We will acknowledge receipt by email.

Closing date: 1pm Monday 28 January

Interview dates: These are likely to take place on 4/5 February

If you have questions that are not answered by this material or our website please contact Daniel Chapman, Grants Manager, on 020 7735 1925

Thank you for your interest in this post and our work. Find out more about the Foundation, its history and scope at walcotfoundation.org.uk