

# Recruitment Pack

## Grants Officer (part time)



## Sussex Community Foundation Recruitment Pack – Grants Officer

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Thank you for your interest in the post of **Grants Officer** at Sussex Community Foundation. Part of an international movement, Sussex Community Foundation is one of the fastest growing community foundations in the UK.

The Foundation brings inspirational people together to create the change Sussex needs. We make and strengthen connections between philanthropists, businesses, charity founders and community leaders. We make vital grants through over 100 dedicated funds. And we share knowledge, inspiration and stories – to help grow the power of community and create a Sussex where people and communities thrive.

Our four funding priorities target our efforts towards the areas we believe will make the biggest difference to the lives of people in Sussex. They give organisations applying for support clarity on what we fund and why. And they give donors a choice about how they can make a lasting, local difference in Sussex.

1. Tackling poverty - Reducing poverty and disadvantage in our communities
2. Improving health - Helping people live longer, better lives
3. Reaching potential - Providing life-changing skills, education and training
4. Acting on climate - Taking local action for the climate

This post has been created to support the management of the Chagossian Fund. The post holder will assist the Head of Grant programmes to ensure that the fund provides effective support for the Chagossian community.

We are keen to receive applications from people with varied work backgrounds and different types of experience. Sussex Community Foundation also encourages and welcomes applications from people of all backgrounds and different communities. We are committed to increasing diversity in both staff and trustee teams. Please do contact us if there is anything you would like us to be aware of in assessing this application.

This is a great opportunity to be part of an inspiring organisation that really makes a difference.

We look forward to hearing from you!

Hannah Clay, Head of Grant Programmes, August 2024

## To Apply

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Please submit your CV with a covering letter, explaining how you meet the requirements of the person specification, through the Charity Job portal [here](#). We are using the Charity Job anonymised recruitment process therefore all applications must go through this channel.

**Please ensure that your application demonstrates your suitability against the Person Specification as detailed below in this recruitment pack.**

We are committed to ensuring an inclusive recruitment process. If you require reasonable adjustments at any stage, please let us know, and we will work to accommodate your needs.

Please do get in touch with Hannah if you would like an informal conversation about the role: 01273 409440

**The closing date for applications is Monday 9<sup>th</sup> September 2024 midday**

**Interviews will be held during the week commencing 16<sup>th</sup> September 2024**

## Job Description – Grants Officer

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Hours:	28 hours per week - flexible and negotiable
Contract:	This is a fixed term employment contract to the end of March 2026
Salary:	£32,000 full time equivalent per annum, pro-rata (£25,600 p.a. for 28 hours per week)
Pension:	Employer contribution up to a maximum 5% salary to match employee contribution
Holidays:	25 days holiday per annum plus public holidays pro rata
Location:	The role is hybrid, with weekly presence in the office in Lewes required. Our office is located at 15 Western Road Lewes BN7 1RL There will be regular travel to Crawley, West Sussex A full driving licence and regular access to a car is required due to expectations of travelling to sites in Sussex
Accountability:	Reports to the Head of Grant Programmes

## Job Purpose

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Sussex Community Foundation is seeking a part time Grants Officer to work closely with the Head of Grant Programmes and wider team to support the management of the Chagossian Fund. This is a programme managed by the Foundation and funded by the Foreign, Commonwealth and Development Office (FCDO). Working in close partnership with FCDO and other local partners, you will ensure that the programme provides efficient and effective grant making support to meet the needs of Chagossian people living in Sussex.

The grants team currently consists of a Grants Manager, a Grants Administrator and two sessional Grants Administrators, reporting to the Head of Grant Programmes.

## Key Responsibilities

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### Grant Making Operations:

- Deliver the Foundation's grant-making operations for the Chagossian Fund as part of the portfolio of funds and programmes managed by Sussex Community Foundation.
- Provide advice and support to grant applicants and recipients, including making regular visits to Crawley, where the majority of local Chagossian groups reside.
- Assess and score grant applications, making funding recommendations and seeking advice from partner organisations, including statutory partners, such as Crawley Borough Council in developing funding recommendations.
- Assist the Head of Grant Programmes in delivering and continuously improving all aspects of the Foundation's funding processes to meet community needs.
- Develop and implement monitoring and evaluation processes, including analysing monitoring returns, visiting projects, and preparing monitoring reports relating to the Chagossian Fund.

### Data Management:

- Manage the grant making database, ensuring data is up to date, used effectively and decision making processes are kept clear for audit purposes.
- Review internally held data from grant applications and monitoring reports to understand the impact and effectiveness of this Fund.
- Prepare reports for internal and external audiences.
- Promote learning and data sharing across the organisation by providing relevant data and insights using appropriate reporting and visualisation tools.

### Relationship Management & Communications:

- Provide excellent service to FCDO, ensuring grant programmes meet expectations and informing them about community needs.
- Coordinate and attend partner meetings and ensure regular engagement with key stakeholders.
- Attend partner events, networking sessions and contribute to developing strong relationships with the community.

### Understanding Community Needs:

- Develop an in-depth knowledge of the Chagossian community living in Sussex.

- Develop relationships with voluntary and community organisations, including attending funding fairs and delivering workshops or presentations.
- Identify and research local issues.
- Undertake specific projects as delegated by the Head of Grant Programmes.

#### **Communications:**

- Represent Sussex Community Foundation in relation to grant making as delegated by the Head of Grant Programmes.
- Act as an effective ambassador for the Community Foundation, maintaining relationships with voluntary and community groups, donors, and other external contacts.
- Organise and attend meetings, functions, and events.
- Assist the Head of Grant Programmes and Head of Marketing and Engagement in preparing information and promotional materials.

#### **General:**

- Collaborate with all foundation team members to deliver the organisation's goals.
- Attend training and personal development events as required.
- Work in accordance with the values, policies, and procedures of Sussex Community Foundation.
- Undertake ad hoc duties appropriate to the role as delegated by the Head of Grant Programmes.

## **Person Specification**

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***Essential criteria in bold – candidates who do not demonstrate these will not be shortlisted***

#### **Experience:**

- **Experience working in the voluntary sector with a focus on supporting local charities and community groups.**
- Experience managing projects involving both internal and external stakeholders.
- Experience in delivering capacity building or community development initiatives.

#### **Personal attributes and skills:**

- **Highly organised and self-motivated with strong communication and interpersonal skills.**
- **Analytical skills for assessing grant applications to a high standard.**
- **Capability to represent Sussex Community Foundation externally with clear, effective communication and diplomatic skills.**
- **Aptitude for using technology, such as an online Customer Relationship Management and/or grant management system.**
- Willingness to contribute to the development of grant making policy and systems.

#### Values:

- **Strong commitment to equal opportunities and celebrating diversity, including improving the lives of marginalised communities**
- A strong commitment to achieving social change through philanthropy and local community action.

## Benefits of Working at Sussex Community Foundation

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This list is a summary of the benefits of working for Sussex Community Foundation.

- **35 Hour working week** for full-time staff.
- **25 days annual leave**, increasing by 1 day a year up to 30 days after you have been with us for five years. Paid bank and public holidays on top (pro-rata for part-time).
- **Flexible working** - We are strong believers in the benefits of hybrid working to balance the needs of the charity and our staff.
- **Flexible hours** – if you need to change your hours because of caring responsibilities, we will try to accommodate your needs.
- **No long-hours culture.** Sussex Community Foundation employees work hard within their contractual hours, but we discourage late working. Evening and weekend work is a key part of many of our jobs, but we want you to take the time back as soon as you can. We value the quality of your work – not the length of time you put in.
- **Wellbeing** - Staff wellbeing is important in our workplace culture, and we have a staff-led wellbeing group developing activities to enhance this. Employees have access to an **Employee Assistance Programme**.
- **Career-development and training** opportunities are encouraged.
- **Season-ticket loan scheme.**

- **Cycle to Work scheme.**
- **Childcare vouchers.**
- **Free eye tests and contribution to the cost of glasses.**
- **Company sick pay.**
- **Pension contribution.** We will match employee contributions up to 5%

**Brilliant people doing a great job** – working at Sussex Community Foundation is an opportunity to help build a vibrant community and voluntary sector in Sussex – and help people change lives for the better... we are a small organisation and the staff team is the most important part of it. We encourage collaboration and support across the organisation. We strive to grow and develop our culture and ideas and look forward to hearing from you!



## Sussex Community Foundation Staff Structure – Senior Management team highlighted in Green.

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