

Community Philanthropy Executive - Grants Assessor

0.6 FTE (21 hours a week) – 6 month Fixed Term contract

Job Summary

Under the guidance of the Community Philanthropy Managers and the Community Philanthropy Director, you will support the delivery of agreed elements of our Community Philanthropy Strategy and Growth Plans particularly the assessment, monitoring, reporting and any other duties required to deliver UKCF or locally sourced funds.

Your priorities will be to work with the Community Philanthropy Managers to enable them to facilitate and advise on community philanthropy for our growing number of donor advised funds as well as select programmes, engaging with the community & voluntary sector.

Responsible to:

Working within the Community Philanthropy function and part of a team to support the Community Philanthropy Managers in the delivery of funds and donor care.

Responsible for:

You will work closely with colleagues at Executive level to support thin the Community Philanthropy Team and Finance Team to ensure effective and efficient practices for grant making and monitoring.

Salary

The salary will be £18,000 pro rata at 0.6 FTE / 21 hours a week per year to full time

Values and Behaviours

Like every employee, you will be expected to exhibit the following corporate values and behaviours: Community Leadership, Pride, Transparency and Working Together.

Job Description

Your primary tasks are in relation to our growing number of donor advised funds and select community programmes that involve distribution in the Lancashire and Merseyside areas:

- The administration of funds and programmes against their criteria, including the processing of applications, due diligence and assessments of them, ensuring transparency at all times;
- The monitoring of the delivery of the funds and programmes, tracking applicant activity against donor and funder requirements;
- Social impact reporting on the achievements of the funds and programmes, against our reporting framework and donor and funder requirements;
- Effective database management for the administration of funds and programmes, maximising the use of technology for time and cost effectiveness.

To find out more, please contact Ben Roberts on 0151 232 2411

Head office: Third Floor, Stanley Buildings, 43 Hanover Street, Liverpool ONE, Liverpool, L1 3DN | Email: info@cflm.email
For further information please visit our website at: www.lancsfoundation.org.uk | www.cfmerseyside.org.uk
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In particular, you will undertake:

Donor Care

- Supporting the account management of donor funds effectively delivering a fund's aims and ensuring productive and long-lasting donor relationships;
- Supporting or co-ordinating fund or programme panel facilitation for funds and programmes;
- Supporting the Community Philanthropy team with relationship management of a selection of private, public and corporate donors;
- Supporting donor care and education activities, such as via project visits or stakeholder events.

Community Engagement

- Supporting the building and maintenance of relationships with community leaders and voluntary sector stakeholders to enable effective funding distribution and community engagement;
- Supporting the management and implementation of community engagement activities, such as consultations and events, to guide the Community Foundations' work;
- Support the delivery of our Community Leadership work, including Vital Signs

General

- Via operations and administration, ensuring transparency, due diligence and strategic aims are achieved on behalf the Community Foundations, taking into account local research, community consultations and aspirations, expert advice and donor interests
- Assist in the production of financial and other statistical reports for donors, colleagues and the internal and external audit process
- Supporting proactive work with the Board to achieve the Community Foundations' targets;
- Supporting accurate financial and non-financial reporting;
- Supporting reputation building and profile raising with our stakeholders;
- Measure the impact of our activities to inform future internal and external activities;
- Support the professional development of staff and trustee knowledge of your area of work.

Other

You will also be expected to:

- Attend training courses and events as required and share learning with other staff and the trustees, as relevant.
- Occasionally work weekend and evening hours, for which time in lieu will be given
- Contribute towards other aspects of the Community Foundations' work as required, commensurate with the scale and general nature of the post.

Person Specification & Competencies

This role requires the following attributes, abilities, skills, knowledge and experience at an executive level, relating to donor care & community engagement.

Personal Attributes

You will have the following attributes to some degree, demonstrating many at least at a basic level, a number at a good level and excelling in a few of the areas:

- Proactive and productive, a self-starter who takes pride in own work and uses their initiative
- Professional with good organisational and multi-tasking skills, working well to deadlines
- Innovative and creative with the ability to bring ideas to life
- Ability to be adaptable, seeking opportunities, whilst mitigating risk
- Proactive and productive, a self-starter who takes pride in own work and uses their initiative

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- Good communicator
- Welcomes opportunities to learn, and works towards creating a learning organisation.
- Ensure high standards in quality of work and customer service

Collaboration & Team Working Abilities

You will have the following abilities to some degree, demonstrating a number at least at a basic level, some at a good level and excelling ideally in one area:

- Demonstrates the capacity to build and maintain a wide range of relationships with stakeholders, project teams and colleagues
- Develops, plans and drives forward delivery of own objectives and contributes positively to achieving departmental and organisational objectives.
- Ability to work in a small office environment and be administratively self-servicing, solving problems within tight resource constraints.

Specific Knowledge, Experience & Skills

You will have knowledge and skills to at least a basic level in the majority of the following areas, especially the essential ones outlined below with a demonstrable knowledge, experience and/or skills in a number of the areas:

Essential Knowledge, Experience & Skills

- Grants assessments
- Voluntary sector paid and/or unpaid working experience
- Effective written, verbal, report-writing and presentational communication skills, including ability to tailor to different external and internal audiences.
- Ability to assimilate and distil complex information
- Project, event and/or account management
- Administration techniques and best practice
- Confident and experienced in the use of IT, including Microsoft Excel and database management
- Charitable grant-making and/or donation processing
- Knowledge of financial processes
- Monitoring and reporting

Desirable Knowledge, Experience & Skills

- Capable of engaging confidently in meetings and conferences with stakeholders, customers and/or donors
- Successful account or relationship management
- Good understanding of social and community issues and the social sector
- Social impact reporting

Desirable Professional Interests

- Philanthropy and giving principles
- Social policy and related social research
- Community foundation practices and trends in the UK and/or internationally

Special Circumstances

- Able to work outside normal working hours and travel on a planned basis.

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Key Performance Indicators

Your performance will be measured against financial and non-financial key performance indicators (KPIs), agreed with your line manager in line with the Business Plan and annual targets.

These indicators will be broken down into day-to-day and annual working targets agreed between you and the Community Philanthropy Director. These KPIs will be broken down into quantifiable annual targets, agreed between you and your line manager. Your success in meeting them will be assessed as part of your annual appraisal and this will inform any decisions regarding your personal development, training plans, responsibilities and possible progression up the salary band.

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