

## Grants Programme Manager

**Location:** Shepton Mallet Office, with occasional homeworking

**Deadline for Applications:** Monday 30 August 2021

**Salary:** £25,000- 27,000 depending on experience, pro rata 30 hours a week (0.8 FTE)

**Length of contract:** Permanent

**Responsible to:** Senior Programmes Manager

### About the role

This is an exciting new role within our team. Every year, we award funding worth around £2.5m to hundreds of small, local organisations across Somerset. This year, we are re-opening our regular grants programmes after 18 months of focussing on our response to the coronavirus pandemic and anticipating exciting new partnerships. We're looking for an enthusiastic and committed person with knowledge of the needs of local communities to play a key role in the delivery of our funding.

As a member of the Programmes Team, you will help ensure that we deliver an accessible, effective, and innovative grants programme by providing advice, guidance, and support to potential grant applicants. You will assess grant applications and work with funded organisations to monitor and evaluate the impact of our grant making.

By helping to deliver investment into our communities, you will be achieving our vision of Somerset as a place with strong communities where everyone has the opportunity to thrive.

### To Apply

To apply, please send your CV and a covering letter explaining how you meet the 'person specification' to Mary Hancock, Operations Director at [mary.hancock@somersetcf.org.uk](mailto:mary.hancock@somersetcf.org.uk) by Monday 30 August 2021.

Interviews are likely to take place during the week commencing 13 September 2021.

**Our values:** We're a values-driven team and organisation, and they underpin our culture, identity and everything we do.

**Diversity, equity and inclusion:** Together we're creating a culture where everyone, from any background, can do their best work and bring their whole self to work. We're also working to ensure the voices of those we support inform everything we do.

**Supporting our team:** Our work is important to us, but so is the rest of your life. We offer flexible working that means you can choose hours that work for you and choose a blend of working in the office, at home, or out and about. We offer enhanced maternity pay, and we'll match your pension contributions up to 5% to help you save for your future.

**We would especially welcome applications from minority ethnic people, people with disabilities, younger people, LGBTQ+ people and people with 'lived experience' relevant to our work.**

## Grants Programme Manager Job Description

### Responsibilities

- Manage and administer varied funding programmes to meet the criteria of each fund as well as community needs
- Provide high quality and efficient grants administration for all applicants
- Provide advice and support to applicants
- Undertake due diligence, assess applications, and make recommendations to the grants panel
- Produce high quality documentation for all panel meetings
- Prepare grant offers and liaise with finance colleagues to ensure payments are made to successful applicants
- Work with the rest of the Programmes Team to deliver the monitoring programme, undertake monitoring visits to a proportion of small grant recipients and share insights with the team to identify key trends and patterns to inform SCF grant making
- Record essential information accurately and in a timely manner on our database
- Identify strong stories of change as a result of our funding to share with donors, supporters and the wider community.

Occasionally, you may be required to take on other duties other than described above to support the delivery of SCF's work..

### PERSON SPECIFICATION

#### Knowledge, experience and understanding

- understanding of, and the differences between, charities, social enterprises and other not-for-profit organisations' set-up, governance and business models
- experience of managing multiple caseloads to a high standard and to set deadlines
- understanding of issues affecting disadvantaged people in our local communities
- experience of either assessing or preparing funding bids, including grant applications

#### Skills

- able to critically assess information and summarise accurately
- strong verbal and written communication skills
- understand and interpret budgets and not-for-profit accounts
- strong numeracy and ICT skills

#### Personal characteristics

- passionate about helping improve people's quality of life and community well-being
- flexible problem solver with a 'can-do' approach
- good interpersonal skills with people from diverse backgrounds
- self-motivated and able to work on own initiative
- confident and active team player
- dependable and reliable
- positive, resilient, and supportive under pressure