

JOB DESCRIPTION

Job Title	Senior Grants Officer
Responsible To	Senior Manager- Operations
Responsible For	Grants Officers and Grants Assistant
Salary band	£28,000 - £30,000 per annum (+ 3% employer's pension contribution)
Contract Terms	Permanent role, Full Time- 37.5 hours per week
Location	Coventry

About us

Heart of England Community Foundation is a charity that raises money to fund and develop community activity, right across the West Midlands & Warwickshire. We have a long track record of supporting grassroots charities and community projects having invested over £20 million in grant funding since 1995.

Background to this Post

We are looking for an enthusiastic, ambitious and experienced Senior Grants Officer to manage our expanding and wide-ranging grant programmes.

As a growing organisation we are looking for an experienced individual to lead our grant making programmes to ensure they meet the needs of our valued donors and the communities we support.

The role will oversee grant delivery including; assessment, due diligence and decision making to ensure informed and accurate grant allocation.

The role will be responsible for ensuring completion of monitoring, evaluation and impact reporting on the Foundation's grant making programmes to inform decision making and future grant policy.

Key Tasks and Responsibilities:

- Directly line manage and lead the Foundation's Grants Team.
- Oversee grant making delivery including; assessment, due diligence and decision making to ensure high quality, informed and accurate grant allocation.
- Responsibility for the management of grant making programmes and donors relationships ensuring timely and effective grant making, fund management and reporting.
- Undertake assessments and due diligence on funding applications made to the Foundation's grant programmes.
- Liaise with Finance to track grant allocation and expenditure against agreed budgets to ensure programmes are delivered within agreed budgets.
- Work in collaboration with the Communications function to ensure promotion of new grant programmes and celebration of success.
- Responsibility for monitoring, evaluation and impact reporting on the Foundation's grant making programmes to inform decision making and future grant policy.
- Develop relationships within the voluntary sector and funding networks to stay informed on issues affecting the sector.

General Tasks and Responsibilities:

- Be a professional representative and Ambassador for the Charity at all times both internally and externally.
- Be an active part of the staff team by supporting, updating and informing colleagues, including via team meetings and sharing Outlook diaries.
- Keep abreast of national social policies and issues affecting the voluntary and community sector.
- Work in accordance with the charity's policies and procedures, including Data Protection, Equal Opportunities and Health and Safety.
- Be self-supporting for all administration and in the use of relevant IT systems.
- To occasionally work evenings and weekends.

Person Specification

Essential

- Experience of direct line management of operational staff.
- Experience in assessing applications against a specific criteria.
- Knowledge of the charitable sector and an understanding of the needs of small, volunteer led groups.
- Experience in report writing with both quantitative and qualitative data.
- Experience of managing grant programmes from initiation through to impact reporting.
- Strong communication skills to be able to communicate clearly and work effectively with a wide range of audiences.
- Intermediate level of IT proficiency with the ability to self-service.
- Strong self-motivation and self-starter.
- Effective organisational and time management skills including prioritising.
- Valid driving licence for use in the UK and access to a car.

Desirable

- Knowledge of Birmingham, the Black Country, Coventry, Solihull and Warwickshire.
- Experience of working or volunteering in a charitable organisation.

Please note that this job description is to be regarded as guide to the tasks and activities we believe will be required but that it is not exhaustive and may change and evolve to reflect the changing needs and demands of Heart of England Community Foundation.