

GRANTS OFFICER

RECRUITMENT PACK

DECEMBER 2023

£25,000 - £27,000 per year
Fixed Term - 18 months
Based in Coventry - flexible working



FOR A FAIRER, HAPPIER,
HEALTHIER MIDLANDS.

The beating heart of England is where we are from. We care deeply about the people and places here. We're about making real change, and inspiring real hope. Because the people here matter most. Our friends, our families, our neighbours - they are the ties that bind us. We know that hard work means everything. Giving a helping hand, a step up, not a hand out. We invest. We learn. We innovate. We listen. We reflect. And we do it together. We roll up our sleeves and connect people and resources. We don't throw money at problems; we work hard to understand them. We listen to local voices, and we work with them. We find solutions. Our role isn't flashy. We're not in it for the spotlight. But we will always be here, to celebrate the unsung heroes, to champion our communities. Plain and simple.

ABOUT US

Heart of England Community Foundation is the leading, independent grantmaking foundation in the West Midlands and Warwickshire. Since 1995, we have proudly awarded over £35 million to over 7,000 great causes across the region.

We believe in a fairer, happier and healthier Midlands - where everyone has equal access to opportunities, experiences genuine wellbeing, and enjoys a healthy and active life as part of their community.

We nurture philanthropy, and unlock the resources to tackle local issues and to support people to thrive across the region, by connecting donors who care, with impactful community initiatives.

We achieve this by:

- Supporting donors to establish charitable funds, contribute collectively, and share their expertise with us;
- Providing funding to small charities and community organisations with grants to support communities to thrive;
- Leading on critical local issues that impact our region and collaborating with partners to address them effectively;
- Growing our endowment as a lasting resource for the wellbeing of our communities today and for the benefit of future generations

OUR VALUES



WE TRUST AND WE ARE TRUSTED

We are trusted partners, advisors and collaborators - people, businesses, donors and communities want to work with us, because we are known for our reliability, our honesty, our openness, our transparency, and for the quality and impact of our work.



WE CARE ABOUT OUR WORK

We care deeply about our region. We come from every corner of the Midlands, and we are passionate advocates for the communities and people here. Everywhere we go to deliver our mission, we want people to know how much we care about the work that we do, and the people and places where we work.



WE UPHOLD FAIRNESS

We have an unwavering commitment to champion equality and diversity as core principles throughout our work. We are committed to equitable support for communities across our region. We strive to ensure that people have equal access to opportunities and resources that can change lives and enable people to thrive.



WE AIM TO MAKE OUR WORK FUN

We balance our dedication to our mission with genuine enjoyment, infusing fun throughout our work. We strive to ensure that our donors are able to experience joy and fulfilment through their giving with us, and that we help to unlock moments of fun and happiness for communities across the Midlands.



WE ARE AMBITIOUS ABOUT THE FUTURE

We know that ambition serves as the catalyst for progress. It is our duty and privilege to support the communities we serve. Our best work happens when we foster a culture of innovation, treating continuous improvement as a guiding principle. Our ambition propels us forward to explore new strategies, approaches, partnerships.

WELCOME LETTER

Dear Applicant,

Welcome to the Heart of England Community Foundation! We are thrilled to have you consider applying to join our team as a Grants Officer. I want to extend a warm greeting and share with you some insights into what makes our organisation unique and the exciting opportunities that come with this role.

At the Heart of England Community Foundation, we are dedicated to making a meaningful impact across the region. Our mission is to connect generous donors who care about the West Midlands and Warwickshire with impactful community causes that matter to local people and communities. As a key member of our team, you will play a vital role in supporting the delivery of funding to frontline projects.

Here at our foundation, we value trusting relationships, care and compassion, fairness, equality, ambition and a genuine sense of fun and enjoyment. We are committed to fostering a collaborative and inclusive work environment. We believe that a diverse team brings fresh perspectives and innovative ideas, and we encourage individuals from all backgrounds to apply.

In this role, you will have the opportunity to make a significant contribution throughout our grantmaking. We are looking for individuals who are passionate about support communities across the West Midlands and Warwickshire and who share our commitment to making a positive difference in the lives of those we serve.

I encourage you to review the job description to gain a more detailed understanding of the responsibilities, skills and experiences required for this role. If you have any questions or would like further information, please feel free to reach out to me.

Thank you for considering the Heart of England Community Foundation as the next step in your career journey. We look forward to the possibility of working together to create positive change and impact in our community. Good luck!

Best regards,

Shamiela Ahmed
Senior Manager: Programmes
Heart of England Community Foundation

ROLE PROFILE

Job Title:	Grants Officer
Reporting To:	Senior Manager: Programmes
Salary:	£25,000 - £27,000 per year
Contract Terms:	Fixed Term - 18 Months Full-time (37.5 hrs) We are open to flexible hours, part-time and secondments
Location:	Coventry, with flexible working

BACKGROUND

We are looking for a new Grants Officer who will use their knowledge and expertise to bring continued energy and enthusiasm to our grant making. Using your experience of the voluntary sector, you will work with the Grants Team to coordinate our expanding range of funding programmes. You will help ensure that we deliver a range of accessible, effective, and innovative grants programmes by providing guidance, and support to potential grant applicants.

As Grants Officer, you will work within the team to assess a high volume of grant applications from charities and community organisations. You will be responsible for ensuring deadlines are met, applications are assessed correctly against the donor's criteria and for monitoring successful awards. You will provide information and coordination support to the grant making decision panels.

You'll need to be an excellent communicator and happy to work autonomously. You'll have loads of self-motivation and will not be afraid to go the extra mile to contribute to the Foundation's success. A track record of assessing to a criteria and making recommendations. A strong affinity with the voluntary and community sector is also important.

KEY TASKS AND RESPONSIBILITIES

As a Grants Officer, you will play a vital role in the lifecycle of the Foundation's grant-making activities, including:

- Assessing funding applications across our extensive grant portfolio and making recommendations to the grants panel.
- Conducting due diligence on all applications received.
- Effectively managing the monitoring of all successful awards and conducting monitoring visits to a proportion of grant recipients.
- Prioritising and managing workload in line with grant-making cycles.
- Ensuring a consistent, high-quality level of assessments for grant-making panels.

- Producing high-quality documentation for all panel meetings, providing the panel with data to support decision-making.
- Accurately recording essential information in a timely manner on our database.
- Identifying compelling stories of change resulting from our funding for sharing with donors, supporters, and the wider community.
- Collaborating with the Marketing and Communications Team to promote awarded grants and secure positive press coverage.
- Liaising with the Finance Department to ensure the prompt payment of awards.
- Working with the wider team on the general running of the office.

GENERAL RESPONSIBILITIES

- Being a professional representative and Ambassador for the Charity both internally and externally.
- Actively participating in the staff team by supporting, updating, and informing colleagues.
- Keeping abreast of national social policies and issues affecting the voluntary and community sector.
- Working in accordance with the charity's policies and procedures, including Data Protection, Equal Opportunities, and Health and Safety.
- Being self-supporting for all administration and in the use of relevant IT systems.
- Occasionally working evenings and weekends.

PERSON SPECIFICATION

ESSENTIAL

Knowledge, Experience, and Understanding:

- Experience in assessing applications against specific criteria.
- Experience in completing due diligence on organizations and their policies.
- Understanding of charities, social enterprises, and other not-for-profit organizations' setups, governance, and business models.
- Experience in managing multiple caseloads to a high standard and to set deadlines.

Skills:

- Strong verbal and written communication skills.
- Ability to understand and interpret budgets and accounts.
- Ability to engage with grant applicants, fundholders, and donors.
- Ability to work effectively with a wide range of people and agencies.
- Intermediate IT skills, including CRM system, Word, Excel, and PowerPoint.
- Strong self-motivation and ability to work on own initiative.
- Effective organizational skills, including prioritizing tasks for timely and accurate delivery with attention to detail.
- Understanding the principles and practice of equal opportunities, program delivery, and helping people most in need.

Personal Characteristics:

- 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.

DESIRABLE

- Knowledge of Birmingham, the Black Country, Coventry, Solihull, and Warwickshire.
- Knowledge of the charitable sector.
- Experience of working or volunteering in a charitable organization.
- Understanding of the needs of small, volunteer-led groups.
- Experience in assessing capital applications.
- Valid driving license for use in the UK.
- Access to a car.

Please note that this job description serves as a guide to the expected tasks and activities, subject to change and evolution to meet the dynamic needs of Heart of England Community Foundation

BENEFITS

- 25 days annual leave plus bank holidays + 3 additional days over Christmas
- 6% employer pension contribution (after three months)
- Commitment to ongoing personal, professional learning and development
- Free onsite parking when in the office
- Access to Employee Assistance Scheme
- Discounted gym membership
- Flexible working, including working from home

HOW TO APPLY

To apply for this role, please send your CV and Cover Letter (no more than two pages of A4 to shamiela@heartofenglandcf.co.uk)

If you require any additional information please use the email address above. Due to the volume of applications we receive, we will not be able to give feedback to applicants who are not invited to interview.

The deadline for applications is **3rd January 2024 at 12pm**

We anticipate interviews will be held on the 9th January 2024



Registered Address: Heart of England Community Foundation, c/o Stellantis, Pinley House, 2 Sunbeam Way, Coventry, CV3 1ND. A company limited by guarantee. Registered in England & Wales Company Number: 05999452. Registered Charity Number: 1117345.