

Role Description

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| Role Title | Grants Officer |
| Responsible To | Senior Manager: Programmes |
| Salary band | £26,250 p/annum (+6% employers pension contribution following successful probation) |
| Contract Terms | FT (37.5 hrs p/week) / Permanent Role |
| Location | Coventry with flexibility to home work (at least two days in our office) |

About our organisation

Heart of England Community Foundation is a registered charity and the leading, independent grant making 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, connecting people who care, with incredible causes that matter. We help to unlock the resources to tackle local issues and to support people and communities to thrive across the region using our funding to bring to life their ideas.

About this role

We're seeking a dynamic Grants Officer to support our grant-making efforts, using their expertise and passion. We welcome applicants from diverse backgrounds who share our commitment to driving positive change through funding. Your deep understanding of communities across the region, whether from personal or professional experience, will be invaluable.

In this role, you'll play a pivotal part in delivering accessible, impactful, and innovative grants programmes. You'll provide guidance and support to potential applicants through workshops, events, and one-to-one consultations. Working collaboratively across the organisation and

within the programmes team, you'll assess a range of applications, ensuring they meet varying criteria and overseeing successful awards. You'll interact with a range of stakeholders, including donors and fundholders, trustees, volunteers and community organisations.

Your role will support us to deliver our long term strategic goals and you will contribute to continued organisational development, learning and impact.

Key Responsibilities:

- **Comprehensive Application Assessment:** Assess funding applications across our diverse grant portfolio, synthesising information from various sources to formulate well-informed recommendations for decision makers. Conduct thorough due diligence on received applications, ensuring compliance with established guidelines, systems, processes and standards. Demonstrate the ability to articulate and justify decisions clearly to stakeholders.
- **Effective Self-Organisation:** Independently manage workload by prioritising tasks, goals, portfolios and activities in alignment with funding cycles.
- **Learning and Evaluation Management:** Oversee the learning and evaluation process for successful grants, including conducting visits to selected recipients. Maintain a consistent, high-quality level of reports and assessments to support future decision-making and share information and key learnings with internal stakeholders, donors and fundholders.
- **Documentation and Data Management:** Produce comprehensive documentation for panel meetings, supplying data and analysis to facilitate informed decision-making. Record, update and maintain essential information accurately and promptly on our database for reference and reporting purposes.
- **Impact Story Identification and Promotion:** Identify compelling stories of change resulting from our funding initiatives. Collaborate with the Marketing and Communications Team to share these narratives with donors, supporters, and the wider community, fostering positive engagement and support.

- **Collaboration and Coordination:** Liaise with the Finance Team to ensure timely payment of grant awards. Work collaboratively with the wider team to contribute to the smooth operation of the office and support organisational objectives.

General Activities and Responsibilities:

- Be a professional representative and ambassador for our organisation, maintaining a positive image both internally and externally. Uphold the values and mission of the organisation.
- Actively engage with colleagues by providing support, updates, and information through participation in team meetings and activities. Foster a collaborative and informed working environment.
- Stay informed about national and regional social policies and issues affecting the voluntary and community sector, sharing this information and enabling informed decision-making and strategic alignment.
- Work in accordance with the organisation's policies and procedures, including but not limited to Data Protection, Equal Opportunities, and Health and Safety regulations. Ensure compliance and uphold organisational systems and standards.
- Demonstrate proficiency in administrative tasks and the use of relevant IT systems, ensuring self-sufficiency in day-to-day operations.
- Be prepared to occasionally work evenings and weekends as required, demonstrating flexibility and dedication to meeting the needs of the organisation's initiatives and events.

Person Specification

Essential:

Knowledge, Experience, and Understanding:

- Demonstrated experience in assessing applications against specific criteria, ensuring thorough processing and evaluation.
- Proven track record in conducting due diligence on organisations and their policies, ensuring compliance and alignment with standards.
- Comprehensive understanding of the setup, governance, and business models of charities, social enterprises, and other not-for-profit organisations.

Skills:

- Exceptional verbal and written communication skills, enabling clear and effective interaction with stakeholders.
- Proficiency in interpreting budgets and accounts, facilitating informed decision-making.
- Ability to engage and build relationships with grant applicants, fundholders, and donors, fostering collaboration and trust.
- Strong interpersonal skills, enabling effective collaboration with diverse individuals and agencies.
- Intermediate IT skills, including proficiency in CRM systems, Microsoft Word, Excel, and PowerPoint.
- Demonstrated self-motivation and initiative, with the ability to work autonomously.
- Effective organisational skills, including prioritisation, ensuring timely and accurate delivery of tasks and adherence to deadlines.
- Understanding of the principles and practices of equal opportunities, program delivery, and supporting marginalised communities.

Personal Characteristics:

- Flexible problem-solver with a proactive 'can-do' approach, adept at overcoming challenges.
- Excellent interpersonal skills, capable of building rapport with individuals from diverse backgrounds.
- Self-motivated and capable of working independently, while also thriving in a collaborative team environment.
- Dependable and reliable, consistently meeting commitments and delivering results.

- Positive, resilient, and supportive under pressure, maintaining composure and effectiveness in challenging situations.

Desirable:

- Knowledge of the geographical areas of Birmingham, the Black Country, Coventry, Solihull, and Warwickshire.
- Familiarity with the charitable sector, including trends, challenges, and opportunities.
- Previous experience working or volunteering in a charitable organisation, demonstrating commitment to the sector.
- Understanding of the unique needs and challenges faced by small, volunteer-led groups within the community.
- Experience in assessing capital funding applications, contributing to strategic investment decisions.
- Possession of a valid UK driving licence and access to a car for travel purposes.

Additional Requirements:

- Flexibility to travel occasionally for meetings, events, or donor engagements.
- Willingness to work outside of standard office hours when necessary to meet project deadlines or attend key events.

Please note that this job description is to be regarded as a 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.