

# Grants Programme Coordinator

## Candidate Information Pack



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For background information go to: <http://www.longleighfoundation.org/>

## Background briefing

*Our Vision – for everyone to have the opportunity to live a better life*

### **Why join us?**

Would you like to play a key role in the early years of building and developing a charitable foundation that is working with passion and vision to assist vulnerable people against a backdrop of government Budget cuts and Welfare Reform?

Comprising a small, dedicated and ambitious team of staff and trustees, the Longleigh Foundation provides grants to residents of social housing to enable them to make changes to their lives. We are committed to using the resources we have, and to developing new resources, in order to expand this work and create innovative responses to the challenges faced by local communities. Working closely with the Director, the Grants Programme Coordinator will play a key role in helping us to unlock further our potential and impact, by providing essential support to the development and delivery of our grants programme and by leading on the implementation of our Hardship Grants Scheme. This role will also involve growing a set of key relationships with our main funder Stonewater, supporting the development of our communications with external and internal stakeholders and ensuring that Longleigh is effectively administered.

### **Who are we?**

The Longleigh Foundation was established by Stonewater, one of the UK's leading social housing providers. Through a range of grants, we support innovative projects working with vulnerable groups to help them change their lives, together with some individual support to assist vulnerable residents. Our grants programme focuses on the following areas:

#### Young People

Supporting people aged 16-25 to unlock their potential and carve out their own, positive futures by funding training and skills development.

#### Older People

Supporting people aged 60 and over to improve their well-being; develop skills and fill the gaps in services for older people.

#### Individuals at risk of, or subject to, domestic abuse

Supporting people to break the cycle of domestic abuse through funding individuals to build a better future and projects working with groups.

#### Individuals with a physical or mental disability

Supporting people to improve their quality of life, access skills and training, health and well-being.

### **The role of Grants Programme Coordinator/**

The role offers the opportunity for someone to step up and play a key role at the Foundation. The team is very small so it is an opportunity to get involved and contribute at a strategic and organisational level, as well as being involved in the development and delivery of the Foundation's work. Longleigh is a supportive environment in which to develop and grow a career and this is a rare opportunity to gain valuable experience of a Foundation during an exciting phase of its development. Although having grant-making experience will be an advantage, we are open to receive applications from candidates with different backgrounds

that can demonstrate a lot of potential, dedication and the ability to grow into the role quickly. The attractions, opportunities and challenges include:

- Being a key person in the growth and development a new and small grant maker.
- Listening to the people we support, and ensuring that the grants we offer are widely known.
- Getting out and about and working alongside others as an advocate of our work.
- Acting as a bridge between Longleigh and our major funder, Stonewater, frequently being a presence in their Reading office.
- Ensuring that Longleigh as an organisation and its grant-making processes are effectively administered.
- Streamlining our systems and processes to be light touch but effective, so that we can focus on what really matters.
- Working with others on a communications strategy to really put Longleigh on the map
- Joining an organisation that has a supportive team of a Director and Trustees who are passionate and energetic about our work.

### **About you**

For the right person, this is an exciting and career-enhancing role. It could be the right opportunity for a range of potential candidates and we will welcome and encourage applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. Your motivations might be many and varied - from wanting to develop your career in grant making beyond the administration of grants, to being passionate about securing better lives for people, to thriving on building strong relationships. Whatever your motivations we want to hear about them and we want to hear from you, particularly if you have:

- The ability to help Longleigh build its grants programme and increase its impact; adding value on a big picture level as well as to the delivery and detail.
- A passion for working with others to develop a small organisation so that it can support more people to reach their potential.
- A relish for getting out and about and getting alongside others to enable the work of the Foundation.
- Diplomacy and tact, able to work closely with our biggest funder, Stonewater, whilst maintaining our independence.
- Flexibility and are able to adapt well to a growing and changing environment.
- A trusting, collegiate and collaborative approach to building relationships with colleagues, Trustees, applicants and grantees etc.

If you'd like to discuss this role further please contact Allyson Davies, our selection advisor, for an initial conversation via [longleigh@allysondavies-consultant.com](mailto:longleigh@allysondavies-consultant.com) or call 020 7828 3855 or 0796 855 6164.

## Job description

### Director

<b>Job Title</b>	Grants Programme Coordinator
<b>Salary</b>	£27,000 – £33,000 (pro rata for 4 days per week)
<b>Responsible to</b>	The Director
<b>Responsible for</b>	<ul style="list-style-type: none"><li>• Building strong relationships with the staff of Stonewater and with potential and existing grantees.</li></ul>
<b>Purpose</b>	
<b>Liaison with</b>	<ul style="list-style-type: none"><li>• Stonewater Housing Association (Reading and other offices)</li><li>• The Trustees</li><li>• Grantees and projects funded</li></ul>
<b>Hours</b>	4 days per week, with flexibility and the potential that the role may become full-time. The post holder may on occasion be required to work late and should therefore have some flexibility with regard to working hours
<b>Location</b>	Home based (preferably working from London) with regular travel to Stonewater's offices in Reading (ideally once a week) and around the country (as needed)
<b>Benefits include</b>	A contributory pension scheme

#### **Main duties and responsibilities:**

##### **Grants**

- Working with the Director, Trustees and Stonewater staff to develop a strong grants programme.
- Work closely with the Director to develop strategies for grant giving and ensure that the grants programme is maximising its potential.
- Administer the grants cycle professionally and efficiently for the Project and Strategic grants.
- Take responsibility for the Individual Grants, working to streamline processes and remove obstacles to ensure more grants are made as efficiently and effectively as possible.
- Ensure that systems and processes are followed and that due diligence is conducted.
- Provide the Director and Trustees with accurate summaries of applications and reports and liaise with them to ensure that grants are approved.
- Work with others when problems arise, ensuring openness and transparency.
- Monitor grants appropriately and ensure that case studies are captured.
- Work closely with the Director on the ongoing improvement of systems and processes to support the grants programme.
- Support the Director to evaluate the grant giving programme on a yearly basis.

##### **Communications**

- Work closely with the Director on the communications strategy and on a strategy to market the work of Longleigh.
- Develop the social media presence for Longleigh, especially to engage grantees and potential grantees and Stonewater staff and funders etc.
- Maintain the website, proactively working with the Director and others to develop content.
- Liaise with the Director and PR agency to issue press releases, ensuring that stories from the grants programme are captured and shared.

### **Relationship Building**

- Build strong relationships with applicants and grantees.
- Build strong relationships with the Housing Officers of Stonewater, guiding them through the process of supporting residents to apply for grants.
- Visit Stonewater's offices around England and get to know staff and residents.
- Be a first point of contact and act as a bridge between Longleigh and Stonewater.
- Act as an ambassador and advocate for the work of the Foundation.
- Work with the Director and others to maximise Longleigh's potential to bring in new sources of funds for Longleigh.

### **Support for the Organisation**

- Work closely with the Director and provide support to ensure the overall smooth running of the organisation, including in-put into organisational strategy and development.
- Provide input into Board papers and where appropriate make recommendations to the trustees.
- Liaise with Trustees and support the Director to create strong relationships and a shared sense of journey with the Trustees.
- Work with the Director and where appropriate Stonewater staff to develop and implement changes and policies for the organisation.
- Build relationships with the Stonewater head office in Reading and visit frequently to develop contact and to be a presence for Longleigh.
- Work with the Director to keep the momentum of the organisation moving forward and increase impact of the Foundation.
- Support the Director to produce the Annual Review.
- Take responsibility for and develop the "Just Giving" account.

### **Administration and finance**

- Be the first point of contact for all enquiries and correspondence, regularly checking for emails, telephone messages, post etc.
- Liaise with Stonewater's finance office to ensure that grants are paid.
- Administer the finances of Longleigh, ensure that payments are made and invoices are processed etc.
- Take responsibility and use initiative to improve administration systems.
- Ensure that rooms are booked for meetings and manage catering arrangements etc.

### **Other duties**

- To carry out, from time to time and as directed, any other reasonable duties as required in addition to the above that will be both reasonable and within your capabilities.
- To work in line with the Foundation's values.
- To keep up to date with best practices and share knowledge appropriately.
- To ensure that at all times you take care of your health and safety and that of others by complying with health and safety obligations.

Note: This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

## Person specification

<b>Competencies</b>	<b>E</b>	<b>D</b>
Relationship Building – confident but adaptive and able to get on with people.	✓	
Organised – efficient and effective at juggling a range of tasks.	✓	
Presentation – at ease communicating with a wide range of audiences.	✓	
Communications – able to use a range of communications tools.	✓	
<b>Knowledge, skills and experience</b>		
Experience in a related role in or with the voluntary, charity or community sector.		✓
Experience of coordinating both projects and people.	✓	
Excellent communication skills, able to write in an interesting, accurate and informative way. Strong verbal communication skills.	✓	
Strong collaboration and relationship building skills.	✓	
Good organisational skills, able to juggle a range of roles and challenges.	✓	
Knowledge or understanding of grant making.	✓	
A confident self-starter.	✓	
Genuine value of and commitment to the Foundation's aims and the role it plays.	✓	
Some financial administration skills and experience, or a demonstrable potential to learn this quickly.	✓	
Experience of administering and coordinating a range of projects and tasks.	✓	
Computer literate, able to work with spreadsheets.	✓	
<b>Personal qualities and abilities</b>		
Confident and able to build relationships with a range of people and groups.	✓	
Meaningful personal commitment to addressing disadvantage.	✓	
Flexible and able to fit in and travel regularly.	✓	
Able to see the big picture and contribute ideas, as well as have attention to detail.	✓	
A genuine enjoyment of working as part of a small team.	✓	
A team player, able to work both independently and collaboratively.	✓	
Committed to innovation, quality, service and value for money.	✓	
Diplomatic and able to be collaborative with Stonewater, whilst maintaining Longleigh's independence.	✓	
Curious and keen to learn and develop with the organisation.	✓	
Comfortable with change and an ability to see how to improve the organisation.	✓	

# Grants Programme Coordinator

## The recruitment process timetable

Deadline for applications	<b>Monday 16 April at 10am</b>
Screening interviews	20, 23, 24 April either via phone or in London
Informally meet Director and Trustees	2 May (London)
Panel interviews	3 May (London)
Decision made & successful candidate notified	4 May

### To Apply

If you would like to apply for this role, please complete the **Application Form** (download from <http://www.allysondavies-consultant.com/job-board/grants-prog-coord-longleigh>) and **Equal Opportunities Monitoring Form** (download from <http://www.allysondavies-consultant.com/job-board/equal-opportunities-monitoring-form/>) plus attach a **CV** outlining your career to date, with any academic and professional qualifications.

Please send these three documents, **by 10am on Monday 16 April 2018**, to [longleigh@allysondavies-consultant.com](mailto:longleigh@allysondavies-consultant.com)

### Further Information

If you require any further information or you would like to discuss anything in more detail, please contact Allyson at the above email, or call 020 7828 3855 or 0796 855 6164.