



Grants Officer

Candidate Information Pack

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

Background briefing

Why join us?

Comprising a small, dedicated team of three staff and trustees, the Bernard Sunley Charitable Foundation provides capital grants to charities in England & Wales. Working closely with the Director and Finance Officer, the Grants Officer is responsible for running the day-to-day administration and management of the grants programme.

Who are we?

The Bernard Sunley Charitable Foundation (BSCF) is a family grant making foundation established on 28 July 1960 by the late Bernard Sunley (1910-1964).

The aim of BSCF is to grant aid to charities seeking to raise the quality of life, particularly for those who are young, disadvantaged, deprived, disabled or elderly. Each year grants are made for capital projects to a wide range of charities in England and Wales across four themes: Community, Education, Health and Social Welfare. Typical beneficiary charities include community centres, Scout and Guide Units, Special Schools, hospices, day care and drop-in facilities, residential and rehabilitation centres. In 2016/17, BSCF approved £3.04m in grants to 479 charities (a 50% success rate), and has donated over £100m since 1960.

The work of BSCF is carried out by a full-time team, comprising the Director, Finance Officer and Grants Officer, and an active Board of Trustees. The current board consists of Bernard Sunley's two daughters, Mrs Joan Tice OBE DL and Mrs Bella Sunley MBE, and three of his grandchildren, Mrs Anabel Knight (Chairman), Mr William Tice and Mr Inigo Paternina, together with Lucy Evans and Dr Brian Martin, a former BSCF Director.

The Grants Officer role

This position offers the opportunity for someone capable and motivated to play a key role in a small team to ensure the effective and efficient management of BSCF's grant making to organisations.

The role involves managing a very demanding workload from applicant enquiries and applications to assessments and visits, using Salesforce as a database. It also involves liaising with a wide variety of people from many different backgrounds who have varying levels of knowledge and understanding of grant making.

The attractions, opportunities and challenges of the position include:

- Having a lot of autonomy over planning your day-to-day work
- Ensuring BSCF's grant making processes are effectively managed and administered
- A centrally located, friendly shared office in Berkeley Square, London W1

About you

You will be a confident, sociable individual who enjoys participating in a supportive team as well as working independently. You will be flexible and adaptable, as happy to help with day-to-day tasks as to operate with high intellectual and analytical capabilities. Employing and offering your sound judgement will be second-nature, as will excellent communication skills. You will take pride in work well done, enjoy a challenge and have the experience to balance competing demands and respond positively at times of particular pressure.

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

Job description

Job Title	Grants Officer (Maternity Cover)
Salary range	£36,000 – £40,000 p.a.
Hours	Full Time (35 hours, 5 days a week). Some flexibility may be available for the right candidate.
Employment Type	Contract (15 months)
Accountable to	The Director (as Line Manager) and Trustees
Purpose	The Grants Officer is responsible for the day-to-day administration and management of BSCF's grants programme.
Location	Central London (20 Berkeley Square, London W1J 6LH). The postholder will occasionally be required to visit applicants or grantees in England & Wales or to attend meetings (usually in London).
Benefits include	25 days' holiday per annum plus UK Public Holidays. There is also a contributory pension scheme.

Main duties and responsibilities

- Manage day-to-day activities in handling grant applications and grant recipients.
- Provide advice and support to charities seeking to make an application, managing expectations as necessary.
- Enter and manage each application on the database.
- Assess grant applications, assisted by the Finance Officer as required, and make recommendations to the Director and Chair with associated supporting evidence.
- Undertake visits and meetings with charities, as directed, to evaluate projects and applications, creating comprehensive follow-up reports.
- Prepare grants papers for monthly grants and for Trustees Meetings.
- Send responses to applications both successes and those not being taken forward.
- Ensure the timely and accurate recording of activities and transactions with applicants and grant recipients on the database.
- Assist with general office administration as required, sharing responsibility for telephone and email enquiries and correspondence with Finance Officer.
- Represent the Foundation at charity events, seminars and briefings as appropriate.

Job descriptions are not exhaustive and the jobholder may also be required to undertake other duties that are broadly in line with the above key responsibilities.

Person specification

Essential

- Recent substantial experience of working in a grant-making role with an excellent understanding of the grant-making process.
- Excellent analytical skills and an ability to interpret information from a range of sources, assess the strengths and weaknesses of proposals, consider risk, and project viability.
- Ability to analyse and interpret financial information from charity accounts.
- Excellent written and verbal communication skills, including the ability to present complex information clearly and concisely, with an attention to detail.
- Excellent organisational skills and an ability to manage multiple priorities effectively to meet deadlines in a heavy workload.
- Excellent IT skills, including experience of using a database on a daily basis (knowledge of Salesforce is an advantage), Microsoft 365, Word, Excel, and Outlook.
- The confidence and ability to work independently, using initiative, and also collaboratively as part of a small team to ensure that the Foundation runs smoothly.
- Ability to deal with a wide range of people in a friendly, helpful and professional way.
- High levels of self-motivation, reliability and integrity.
- A genuine interest in our work and the organisations we fund.

Desirable

- Experience of using Salesforce CRM (and the Dulverton App).
- Experience of working on or managing a capital grants programme.
- An understanding of the planning/project management issues commonly encountered in building/refurbishment projects.

The recruitment process timetable

Deadline for applications	Monday 23 July 2018 at 10am
Screening interviews	24 and 25 July (please keep some time available on these dates)
Panel interviews	Friday 27 July

To Apply

If you would like to apply for this role, please complete the **Application Form** (download from www.allysondavies-consultant.com) 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 along with any academic and professional qualifications.

Please send these three documents, **by 10am Monday 23 July 2018**, to BSCF@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.