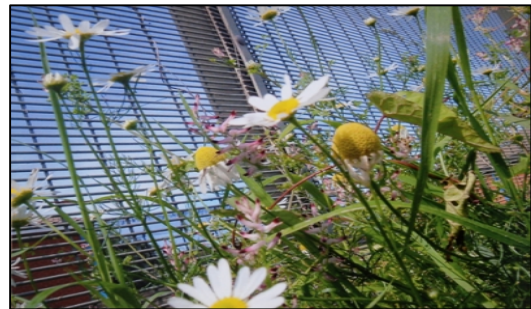


## Grants Officer

### Candidate Information Pack



**Please find enclosed:**

- Background briefing (p2)
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- Person specification (p6)
- Recruitment timetable (p7)

For background information go to: [www.thebromleytrust.org.uk](http://www.thebromleytrust.org.uk)

## Background briefing

### Why join us?

Would you like to play a key role in a charitable trust that is working to 'offset man's inhumanity to man' and bring about positive social change?

Comprising a small, dedicated team of staff and trustees, the Bromley Trust provides grants to UK registered charities working on human rights and prison reform issues. Working closely with the Director, the Grants Officer will play a central role overseeing the day-to-day management of the grants programme. This role will also involve ensuring that the Trust is effectively administered.

### Who are we?

The Bromley Trust is a small independent charitable grant-making trust, set up in 1989 by philanthropist Toby Bromley who wanted to help to 'offset man's inhumanity to man.' Currently the Trust employs two staff (a part-time Director and this full-time Grants Officer) and focuses most of its funding on the areas of human rights and prison reform in the UK. Under these two broad funding streams we make grants within a number of specific focus areas such as *trafficking and slavery*; and *innovative and creative life skills work within prisons*. This approach helps us to develop our expertise, manage our grant-making effectively with a very small team and make the most use of our funds. We are an engaged Funder that seeks to work collaboratively with others to bring about positive social change – for example, we are members of the *Corston Independent Funders Coalition* and the *Child Sexual Exploitation Funders Alliance*. We usually provide multi-year grants and give unrestricted core funding, which is particularly valuable for the smaller organisations that we prioritise supporting. Over the last year we made grants totalling more than £900,000 to around 60 organisations.

### The Grants Officer role

This role offers the opportunity for someone ready and able to play a key role in a progressive grant-making Trust. The team is very small so there is the chance to get involved in all areas of the Trust's work, contributing at a strategic and organisational level, as well as being involved in the development and delivery of the grants programme. Although having grant-making experience will be an advantage, we are open to receiving applications from candidates with different backgrounds who can demonstrate a lot of potential, dedication and the ability to grow into the role quickly. The attractions, opportunities and challenges of the role include:

- Having a lot of autonomy over planning your day-to-day work
- Working closely with the organisations we support and learning about their valuable, interesting and impactful work
- Ensuring that the Bromley Trust as an organisation and its grant-making processes are effectively administered
- Joining an organisation which has worked hard to modernise and update many of its operational systems and processes over recent years to enable it to be a more efficient grant maker
- Supporting the Director and Trustees in their work to develop the Trust's future strategy and build on its effectiveness and impact to date, and
- A light and spacious private office in a shared building which offers a café, access to a gym and is less than five minutes' walk from Bermondsey tube station.

## 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 people 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 social change, to enjoying working independently as part of a small team. Whatever your motivations we want to hear about them and we want to hear from you, particularly if you have:

- The ability to help the Bromley Trust effectively manage its grants programme, adding value to its overall strategy as well as to the delivery and detail of the work
- A talent for effective administration and helping a small team to maximise its impact
- A commitment to and interest in learning more about human rights and prison reform
- High levels of self-motivation, reliability and trustworthiness and an ability to work on your own for a large part of the week as well as with the Director, and
- A friendly and collaborative approach to building relationships with colleagues, Trustees, applicants, grantees and partner funders.

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

## Job description

<b>Job Title</b>	Grants Officer
<b>Salary range</b>	£32,000 – £36,000 p.a.
<b>Hours</b>	Full Time (37.5 hours over 5 days a week)
<b>Accountable to</b>	The Director (as Line Manager) and Trustees
<b>Purpose</b>	The Grants Officer is principally responsible for the day-to-day management of the Trust's grants programme, the monitoring and assessment of grants, and office management including overseeing the Trust's IT systems.
<b>Location</b>	Central London (the current Trust Office is Unit K03, The Biscuit Factory, Drummond Road, Bermondsey, London SE16 4DG).  The postholder will occasionally be required to visit applicants or grantees across the UK or to attend meetings (usually in London).
<b>Benefits include</b>	25 days' holiday per annum plus UK Public Holidays, with an additional day's leave per year of service (up to 30 days in total). There is also a contributory pension scheme.

## Main duties and responsibilities

### Management of the grants programme:

Manage the administration and implementation of the Trust's grant-making process:

- Deal with all general enquiries from potential applicants, grantees, and other relevant stakeholders and provide advice and guidance on administrative procedures and grant-making policies and practices.
- Process applications, at each stage informing applicants of any additional information required and then of the outcome. Undertake desk-based 'first stage' assessments of applications and work with the Director to produce a shortlist for consideration at Trustee meetings. Prepare and send out correspondence and contract letters.
- Analyse and assess some of the 'second stage' applications with the support and oversight of the Director. This may involve site visits to new applicants.
- Manage the portfolio of grants, handling regular correspondence and referring more complex issues or policy matters to the Director.
- Monitor grants awarded including: requesting and analysing annual monitoring forms and audited accounts, holding office meetings with grantees, and sharing the learning from the work with the Director.
- Write reports on applications, grants and the grant portfolio as requested. Maintain accurate and up-to-date electronic and hard copy files.
- Maintain the grants database and produce reports using this data as required.
- Administer annual grant budgets and produce forecasts.
- Manage the financial aspects of grant making, including arranging for grant payments to be made by BACS.

**Preparation for Trustee meetings:**

- Draft agendas, in consultation with the Director and Chair of Trustees.
- Plan and make all necessary meeting arrangements, including room bookings, catering, and notifying attendees.
- Work with the Director to prepare and distribute meeting papers.
- Take minutes of meetings and prepare drafts for review by the Director and Chair.

**Office Management:**

- Take responsibility for all incoming telephone and email enquiries and correspondence.
- Take responsibility for maintaining the Trust's IT system, carrying out regular back-ups and upgrading computer hardware and software as necessary. Manage and develop the database system, ensuring the security of confidential information in compliance with the Data Protection Act and GDPR. Maintain and regularly update the Trust's website.
- Administer the day-to-day finances of the Trust, taking responsibility for the office petty cash fund and for the processing of invoices with Director and Trustee oversight. Input figures on to the Accounts spreadsheet and liaise with the Treasurer to arrange payments.
- Ensure the Trust submits all required information to the Charity Commission on time, including the annual return, audited accounts and details of any changes to the Trustee Board.
- Maintain office supplies, arrange the office insurance and take the role of Health and Safety officer.

**Further activities:**

- Build knowledge of the Trust's funding streams and focus areas and expertise in grant making. Attend relevant conferences and training and remain up to date with changes in charitable law and grant-making practice.
- Work closely with the Director to ensure the overall smooth running of the organisation and to input into the ongoing development of the Trust's processes, procedures, policy and strategy.
- Represent the Trust at meetings as appropriate and when required.
- Participate in regular supervision and annual appraisal processes.

*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

1. A strong level of intellectual ability is required for this post. This may be evidenced by a degree, professional qualification, or by working at a comparable level of complexity.
2. Interest in and commitment to the aims and objectives of the Trust.
3. Experience of working in or with the voluntary sector.
4. Experience of developing and maintaining effective administrative systems and processes.
5. Excellent IT skills, including experience of using a database, Excel and Word packages.
6. Excellent analytical skills and an ability to interpret information from a range of sources, assess the strengths and weaknesses of proposals, consider risk, and to think strategically.
7. Excellent written and verbal communication skills, including the ability to present complex information clearly and concisely.
8. Good organisational skills and an ability to manage multiple priorities effectively.
9. Good numeracy and financial administration skills and an ability to analyse financial information.
10. Knowledge or understanding of grant-making processes and procedures.
11. Some knowledge of human rights and/ or criminal justice issues in the UK and an ability to quickly develop a good understanding of the Trust's focus areas.
12. Ability to work independently, using own initiative, and as part of a small team.
13. Ability to deal with people in a friendly, helpful and professional way.
14. Ability to work to a deadline and with good attention to detail.
15. High levels of self-motivation, reliability and integrity.
16. A commitment to equality, diversity and inclusion and an understanding of how they might be applied in a grant-making context.
17. Comfortable with change, with an ability to make creative, viable suggestions to help improve the organisation's effectiveness.

## The recruitment process timetable

Deadline for applications	<b>Wednesday 27 June 2018 at 10am</b>
Screening interviews	Week commencing 2 July 2018 either via phone or in London
Panel interviews	<b>Monday 16 July 2018</b> (Bermondsey, London)
Decision made and successful candidate notified	Wednesday 18 July 2018

### To Apply

If you would like to apply for this role, please complete the **Application Form** (download from [this link](#)) and the **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 on Wednesday 27 June 2018**, to [Bromley@allysondavies-consultant.com](mailto:Bromley@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.