

Cornwall Community Foundation



Grants Manager

Post:	Grants Manager
Salary:	£24,000-£26,000 depending on experience
Length of contract:	12 month (maternity cover)
Hours:	Full time 37.5 hours per week
Located at:	CCF office in Lawhitton, Launceston with some travel
Responsible for:	Delivering the CCF's grant programme

Job Purpose

This post is to provide supervision and support to office based grants team at the Cornwall Community Foundation (CCF), to oversee the grants programmes and their delivery. The Grants Manager is also responsible for ensuring that organisational development continues to support our current and future needs.

Background

At the Cornwall Community Foundation, we believe that grass-roots community groups have the power to change lives for the better. We support inspiring volunteer-led projects across Cornwall and the Isles of Scilly that help people improve their lives. We are a grant-awarding charity and we manage over 60 'named funds'. We awarded £733,000 in grants in 2018, and have invested over £8m in the community since 2003. Donors trust our expertise to direct funds to areas and issues of greatest need, reaching vital projects that might otherwise not survive.

This is an exciting opportunity to play a pivotal role in supporting and promoting effective community philanthropy. Reporting to the Chief Executive you will provide a range of services to a portfolio of donors, ensuring the effective management of grants and high level stewardship. The post is ideally suitable for a person who has management experience and is prepared to take on a role that has considerable responsibility and accountability.

Job Description

1. Providing management and supervisory support to the Grants Team
2. Overseeing the delivery of CCF grants
 - Taking the lead on the continued improvement of our grants processes, including quality standards, ensuring that all staff are engaged in the process
 - Responsible for the grant making policies and procedures
 - Overseeing and attending grant panel and Grants Committee meetings
 - Attending Funding days
3. Maintaining oversight of the financial administration and liaising with the Finance Manager

4. Overseeing the maintenance and development of the Salesforces database for grant making, keeping accurate records on applications and progress
5. Liaising with other community foundation staff nationally to share good practice
6. Maintaining relationships with voluntary sector partners in Cornwall
7. Performing other duties as required

Person specification

Essential:

1. Strong management and presentation skills
2. Good written and oral communication skills
3. Fully computer and IT literate, with experience of using IT systems
4. Good attention to detail
5. Ability to manage own workload and project plan
6. The ability to work flexibly and creatively in a fast changing environment
7. An ability to work under pressure and against deadlines
8. Current driving licence and access to a vehicle
9. Ability to travel within Cornwall

Desirable

1. Knowledge of the voluntary and community sector in Cornwall
2. Experience of grant-making and working with databases

To apply

To apply for this post please forward your CV and covering letter to tamas.haydu@cornwallfoundation.com or send to Tamas Haydu CEO, Cornwall Community Foundation, Suite 1, Sheers Barton, Lawhitton, Launceston PL15 9NJ and mark your envelope: Confidential - Recruitment