Philanthropy Officer (Grants)

Application pack

March 2020
Who are we?

The Community Foundation is a leading regional charity with a strong national profile. Our mission is to grow giving and philanthropy by matching generous people with important community causes. Our 10-year vision is to see communities thrive across North East England, with fairness and generosity changing lives and helping everyone feel they belong. Our ambition is to be the region’s most trusted and effective charitable foundation, supporting small, local charities through more and better philanthropy.

Every year we award millions of pounds in grants. We’ve helped Wansbeck Valley Food Bank in south-east Northumberland to provide vulnerable members of the community with a healthier diet. We’ve funded Southwick Neighbourhood Youth Project in Sunderland to help young people improve their mental health and well-being. And we’ve backed the Walking With project in North Tyneside to strengthen its work supporting refugees and asylum seekers who are new to the area. These are just three examples among many hundreds.

Our work could not happen without the generosity of people and organisations that set up charitable funds to give through us, or those who give collectively with like-minded others to back a common cause. They include philanthropists like the Plattens, Squires and Shears; businesses like Ringtons, Muckle LLP and Newcastle Building Society; and partners like Newcastle and Gateshead Councils and the Bernicia Foundation.

An expert team of 24, led by our Chief Executive Officer, Rob Williamson, delivers our work. We are governed by of a board of 13 trustees who are all leaders in the business, philanthropy, charity and public sectors.
What are we looking for?

We need an experienced professional with a good understanding of social issues and community needs to join our team as Philanthropy Officer (Grants). You will support our Senior Philanthropy Advisors to assess grant applications and make recommendations on them. In particular, you will support work on one of our biggest funds, the Newcastle Building Society Community Fund, which awards over £350k of grants a year across the North East. You will also look after some of our smaller funds, engaging our donors, assessing applications for support and sharing our knowledge and impact.

You’ll be analytical in assessing the effectiveness of organisations and able to offer sound advice on where support should go. You’ll be a great communicator in person and in writing. And you’ll be confident working with data and systems as part of an efficient office operation.

Like everyone at the Community Foundation, you will love North East England and want it to thrive. You’ll believe in the importance of giving and philanthropy, and of backing the brilliant work of small, local charities and community organisations. You’ll be someone who embraces diversity, takes individual and collective responsibility and who enjoys sparking off others as part of a team. And you’ll take your work seriously, but not yourself.

We are especially keen to broaden the diversity of our team, so welcome applications from people from black, Asian and other minority ethnic communities; lesbian, gay, bisexual and transgender people; disabled people and people under 40.
What difference will you make in the role?

Your work will ensure we get the money into our communities, to the organisations that need it most, helping people to change the world on their doorstep. We have a strong track record in supporting the region’s vital grassroots charities. You will use your understanding of the local voluntary and community sector to assess, monitor and evaluate grants matched to agreed funds and in line with the Foundation’s policies and priorities, providing high quality analysis and advice to donors.

Who will you be working for and with?

We are an independent, registered charity, with an excellent reputation here and across the country. We are the most successful of the 46 community foundations in the UK and the largest, outside north America, of 1,800 across the globe. Over 30 years, we’ve built an endowment fund of nearly £90 million which gives us strength and means we can finance our operations and ensure our work benefits communities for generations to come.

You will report to our Chief Philanthropy Officer who oversees our philanthropy activities and is also one of two deputies to the Chief Executive. You will also liaise closely with the Director of Community Knowledge and Funding around the effectiveness of our grants. But, with 24 people overall, this is an organisation where everyone works together, gets stuck in, takes collective responsibility and strives to make the Foundation better.
What will your duties and responsibilities be?

Philanthropy advice and grant-making

- Support Senior Philanthropy Advisors in managing the Foundation’s philanthropy services and donor relationships, principally through grant-making from funds.
- Assess, monitor and evaluate grants matched to agreed funds and in line with the Foundation’s policies and priorities, providing high quality analysis and advice to donors.
- Undertake promotion of and respond to enquiries about allocated funds as agreed.
- Maintain understanding of policy issues and knowledge of funding and philanthropy practice relevant to the Foundation’s work.
- Manage smaller/lighter touch funds as agreed.
- Conduct research to identify potential grantees and channels to engage them in line with the Foundation’s current funding priorities and policies.
- Plan, co-ordinate and support events and outreach activities to engage with potential grantees in line with the Foundation’s grant-making policy and priorities.

Operations and team working

- Demonstrate the Foundation’s values and support colleagues as part of the Foundation team.
- Contribute to wider Foundation activities and shared responsibilities and undertake other similar duties as required.
- Represent the Community Foundation at events as required.
- Take responsibility for own professional development and learning, seeking and making best use of opportunities to acquire knowledge and skills relevant to the role.
What skills and experience do you need to apply?

**You must have**

- The ability to assess grant applications and make recommendations on them.
- The ability to support effective relationships with an organisation’s partners and stakeholders.
- The ability to produce clear, concise and accurate copy for reports to a range of audiences.
- Competence with, and enthusiasm about using, a wide range of ICT and operational systems, including familiarity with CRM programmes.
- Strong interpersonal skills, enthusiasm and the ability to work well as part of a team including when under pressure of timescales and competing priorities.
- Excellent time management skills and ability to work accurately and efficiently to consistently high standards.
- Understanding of social issues and community needs.
- Keenness to learn, support others and be involved in developments leading to continuous improvement of Foundation operations.
- Strong commitment to, and ability to demonstrate, the values of the Foundation.

- Completed a higher education qualification or have an equivalent commitment to vocational learning and/or professional development.
- The ability and willingness to work flexibly, and sometimes outside normal office hours.
- The ability and willingness to travel for work within the region, and occasionally outside it.

**It would be good – but it’s not essential – if you also have**

- Prior experience of assessing the effectiveness of applicant organisations and making recommendations about their funding requests and monitoring gained within a charitable trust/foundation, lottery distributor, public body or similar.
- Experience of using Salesforce, our grants management and CRM software.
- Experience of working in or with the voluntary sector and community sector.
- Understanding of charitable giving and philanthropy.
- Experience of representing an organisation externally in networks and at events.
- Experience of presenting reports to panels or committees.
- The ability to work full-time, for short or longer periods, to meet fluctuating demands in the organisation.
Our vision, mission and values

Vision

We want to see communities thrive across North East England, with fairness and generosity changing lives and helping everyone feel they belong. So, our ambition is to be the region’s most trusted and effective charitable foundation, supporting small, local charities and community organisations through more and better philanthropy.

Mission

We grow giving and philanthropy, matching generous people with our region’s important community causes. We do this by: enabling people from all walks of life to set up charitable funds, give collectively or share expertise; supporting small, local charities and community organisations through grants from our funds and help from our networks; shining a light on vital issues affecting our area and working with others to tackle them; building our endowment as an asset for our communities now and for generations to come.

Values

We seek to make a difference at the Foundation by: sharing our love for North East England and wanting it to thrive; believing in the importance of giving and philanthropy; backing the brilliant work of local charities; championing disadvantaged people and less well supported causes.

We earn the trust of the Foundation’s donors and grantees by: starting where they are and encouraging their ambitions; being respectful, reliable and responsive; building lifelong relationships; applying sound judgement and knowing our stuff; staying independent and accountable.

We make sure the Foundation keeps getting better by: sparking off and challenging each other across our organisation; taking personal and collective responsibility; learning from our successes and mistakes; embracing diversity and treating people fairly; having a healthy workplace and positive balance in our lives; taking our work seriously but not ourselves.
Team structure

Sandra King
CHIEF PHILANTHROPY OFFICER AND DEPUTY TO THE CEO

- Lisa Cappleman – Head of Giving and Philanthropy
- Jon Goodwin, Su Legg, Elaine Holdsworth – Senior Philanthropy Advisors
- Ali Walker – Philanthropy Officer (Development)
- (Vacant post) – Philanthropy Officer (Grants)

Adam Lopardo
DIRECTOR OF EXTERNAL RELATIONS

- Jo Cundall – Senior Advisor Culture
- Iain Riddell – Communications and Engagement Officer
- Colette Harrison – Development Officer, Sector Support

Mark Pierce
DIRECTOR OF COMMUNITY KNOWLEDGE AND FUNDING

- Pete Barrett, Nils Stronach – Senior Programme Advisors
- Sue Martin, Ross Wilson – Programme Advisors

Rob Williamson
CHIEF EXECUTIVE OFFICER

Sonia Waugh
CHIEF FINANCE AND OPERATING OFFICER AND DEPUTY TO THE CEO

- Mike Whitfield – Head of Operations
- Dawn Porter – Executive Support Officer
- Sarah Phillipson – Finance Coordinator
- Leanne Wilson – Grant Process Coordinator
- Adam Smith – ICT and Facilities Coordinator
- Vivienne Rodgers – Front Desk Administrator
What will we offer you?

• A highly competitive salary – starting at £27,961 and in a range to £30,853 (pro rata for 28 hours a week).
• A workplace pension scheme where we contribute 6% to match your 5%.
• Flexible working within office hours and time off in lieu for out-of-hours activities.
• A spacious, modern and accessible workplace in a beautifully converted Victorian chapel near to a wide range of shops and leisure facilities.
• Great staff facilities including a kitchen/staff room, shower and unlimited coffee and tea.
• Excellent public transport links, bike storage and on-site car parking (by arrangement).
• Business travel and accommodation expenses.
• Social events and better health at work activities.
• Team development days and training opportunities.
• 25 days leave a year plus public holidays (pro rata).
• Metro scheme and cycle hire/purchase package through the Green Commute Initiative.
• Half a day a month paid time off for voluntary work with your chosen charities.
• A commitment to equality and diversity which ensures everyone can make best use of their skills, free from discrimination or harassment.
How can you apply?

We need quickly to understand who you are, what you’d bring and how you’d fit with our culture and values. So, please send us:

- Your **CV** (no more than 3 pages) including details of two referees.
- a **covering statement** (no more than 2 pages) saying why you want to work with us and what you’d bring to the role, with clear, practical examples of how your skills and experience meet all the job requirements.
- a completed **equality and diversity monitoring form** (this is anonymous and will be kept separately from your application and won’t play any part in our selection process).

Please send these by email (Word or PDF format) to Dawn Porter dp@communityfoundation.org.uk or by post to Dawn Porter, Community Foundation, Philanthropy House, Woodbine Road, Newcastle upon Tyne NE3 1DD.

- **Deadline for applications:** *9am Wednesday 25 March 2020*
- **Shortlisted applications notified by:** *5pm on Thursday 26 March 2020.*
- **Interviews for shortlisted applicants:** *Tuesday 31 March 2020.*

The appointment will be subject to successful completion of a probationary period.

*We won’t hold information you give us longer than necessary and it won’t be used for any purpose other than to assess your suitability for the advertised post in line with our data protection policy.*

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