

# Cornwall Community Foundation



## Grants Officer

Post:	Grants Officer
Salary:	£20,000-£21,500 (pro rata) depending on experience
Length of contract:	Permanent
Hours:	Three days (22.5 hours, Wednesday-Friday) a week with potential extension to full time appointment
Located at:	CCF office in Lawhitton, Launceston with some travel
Reports to:	Grants Manager
Responsible for:	Delivering the CCF's grant programme

### Job Purpose

The post is to provide efficient delivery to the Cornwall Community Foundations grants team. To support with the duties of the grant programmes, carry out grant assessment, attend grant awarding panels and contribute to the future development of the grant programmes.

### 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 vital role in providing effective community philanthropy, through carrying out the operational tasks required to maintain and improve our grant services. Working closely with the Grants Manager to increase the impact of our grant making annually.

This post is ideally suited to a person with previous grant making experience. The suitable candidate will undertake a wide variety of duties and must have the ability to work to tight deadlines. You must be capable of showing initiative, have good organisational skills and be comfortable dealing with a wide range of people

The successful candidate will also need to be fully IT literate.

### Job Description

- I. Using all office systems and services relating to the tasks of the grant making activity
  - Maintaining an up-to-date grants database
  - Carrying out various processes to facilitate and undertake the assessment of grants

- Overseeing the production, compilation and circulating all papers in time for periodic grants panel meetings
  - Attending grant panel meetings
  - Distributing grant awards to applicants following panel meetings
  - Updating database throughout the grant lifecycle, as appropriate
  - Assisting the Grants Manager with the recruitment of panel members
  - Representing CCF at grant funding days
2. Attendance at the Cornwall Community Foundation events
  3. Supporting the Grants Manager in the administration of new grant programmes
  4. Liaising with voluntary sector organisations
  5. Any other administrative tasks that is required

## **Person specification**

### **Essential:**

1. Good organisation skills
2. Good written and oral communication skills
3. Fully computer and IT literate, with experience of using IT systems and social media
4. Good attention to detail
5. Ability to manage own workload
6. The ability to work flexibly and creatively in a fast changing environment
7. An ability to work under pressure and against deadlines

### **Desirable**

1. Knowledge of the voluntary and community sector in Cornwall
2. Experience in grant making
3. Practical knowledge of Office 365 and Salesforce database management

### **To apply**

To apply for this post please forward your CV and covering letter to [tamas.haydu@cornwallfoundation.com](mailto: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