



## Grants Officer Application Pack

### About Cornwall Community Foundation

Behind the holiday playground you see in photographs, Cornwall is the poorest county in England, with many disadvantaged and isolated communities, extreme child poverty, youth unemployment and associated mental health issues. These needs are often unseen but are very real.

At the Cornwall Community Foundation, we believe in a positive Cornish life for all, free from poverty and social isolation. Our aim is to change people's lives for the better by helping local communities. We want Cornwall & the Isles of Scilly to be a great place to live for everyone - a place where people work together to address disadvantage. Donors trust our expertise to direct funds to those grassroots organisations and initiatives which will make a big difference to the lives of those in genuine need, reaching vital projects that might not otherwise survive. Since 2003 we have grant awarded more than £11 million to over 5,000 community projects. In 2020 we grant awarded £1.6 million of which £1.3 million was in [response to the Covid crisis](#).

We manage charitable funds on behalf of local individuals, families, companies and public agencies. Many of our funds are invested in endowment, which is currently valued at £7 million. We also manage flowthrough or non-invested funds including for the Duke Of Cornwall's Benevolent Fund, the Police and Crime Commissioner for Devon & Cornwall and GWR. Typically, our funds are donor advised and we engage with more than 100 local people who assist us with making grant making decisions.

Our friendly and committed [Team](#) of 10 is based in Launceston when they are not working from home. We have an active and engaged Board of [Trustees](#) who meet four times a year and several committees who meet throughout the year.

### Job Purpose

Cornwall Community Foundation is the leading independent grant-maker in Cornwall providing much needed financial support to local community groups. 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.

## **Grants Officer**

Post: Grants Officer  
Reporting to: Grants Manager  
Salary: £21,000–£22,500 per annum depending on experience  
Length of contract: Permanent  
Hours: Full time 37.5 hours per week  
Located at: CCF office in Lawhitton (working partly from home considered)  
Responsible for: Delivering the CCF's grant programmes

## **Job Description**

The responsibilities of the Grants Officer are as follows:

1. Using all office systems and services relating to the tasks of the grant making activity
  - Maintaining an up-to-date grants database
  - Assessing grant applications and coordinating external grant assessors
  - 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
  - Assessing our grant awarding impact
  - 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
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
8. Current driving licence and access to a vehicle
9. Ability to travel within Cornwall

### **Desirable:**

1. Knowledge of the voluntary and community sector including social enterprises
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 CEO  
[tamas.haydu@cornwallfoundation.com](mailto:tamas.haydu@cornwallfoundation.com)

(Incomplete applications will not be considered.)

### **Deadline**

25<sup>th</sup> July 2021

Professional and personal references will be required prior to appointment. Proof of right to work in the UK will be required.