



## **External Assessor 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 £13million to over 6,000 community projects. In 2021 we grant awarded £2.2 million.

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 11 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 support to the Cornwall Community Foundations Grants Team. To

support with the assessment of grant applications which will help inform the decision making of the Foundation's Grants Panels.

## **External Assessor**

Post: External Assessor (self-employed)  
Reporting to: Programmes Director and work closely with the other members of the Grants Team  
Remuneration: £35 per assessment  
Hours: Flexible  
Located at: Working from home  
Responsible for: The assessment of grant applications

## **Job Description**

The responsibilities of the External Assessor are as follows:

1. Carefully reading the grant application and supporting information- including governing documents, financial statements and relevant policies
2. Apply a set of interview questions focusing on points in the application needing clarification or better understanding
3. Conduct an appropriate and sensitive telephone interview with the applicant, as necessary
4. Undertaking any additional background research, as required
5. Write an assessment report based on the interview and analysis of the application, using a provided format
6. Updating database throughout the assessment process
7. Liaising with the Grants Team to ensure deadlines are met

## **Person specification**

### **Essential:**

1. Good written and oral communication skills with the ability to engage and empathise with applicants, whilst remaining impartial and objective
2. Good attention to detail and consistency
3. Experience of managing own time and ability to work to deadlines
4. Access to IT and internet

5. Flexibility to suit the workflow of the Foundation, as the level of applications varies according to deadlines

**Desirable:**

1. Knowledge of the voluntary and community sector including social enterprises
2. Experience of governance, or advising the local voluntary sector
3. 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. We reserve the right to close the listing as soon as sufficient applications have been received.

**Deadline**

30<sup>th</sup> January 2022