

Job Description

Grants Officer

Over the last 25 years the East End of London has experienced exceptional economic growth, but unfortunately the immense wealth and opportunity in places like Canary Wharf and the City continues to sit alongside some of the most deprived parts of the country. Working across Tower Hamlets, Hackney, Newham and the City of London, the East End Community Foundation (EECF) is dedicated to promoting and providing a co-ordinated approach to philanthropy in order to improve the quality of life and opportunities for people living in the East End. Through our grant-making programmes, we aim to raise educational achievement, increase employability and improve social cohesion.

EECF has experienced significant growth since 2013, with our grant making increasing by 80%. EECF is looking for a committed individual to join the Grants and Community Engagement Team to support the successful delivery of our grant programmes. Working as part of a small committed team you will ensure that EECF delivers an accessible and credible grants service by providing advice, guidance, feedback and support to potential grant applicants, delivering workshops and community events, assessing grant applications and monitoring and evaluating the impact of our grant making.

This is a great opportunity for someone preferably with grant making experience, who is a confident communicator and team player. The ideal candidate will be highly efficient with the ability to work to strict deadlines, demonstrate strong organisational skills and build positive relationships with local community organisations.

Job Title: Grants Officer

Main Purpose: To support the successful implementation and delivery of our in-house and third party grants programmes

Reporting to: Head of Grants & Community Engagement

Location: South Quay, Isle of Dogs

Main duties and responsibilities:

- Assist the Head of Grants in developing, managing, delivering and promoting EECF's grants programmes
- Provide information, advice and guidance to potential and successful grant applicants where appropriate
- Complete the preliminary assessment of grant applications including due diligence checks and evaluations of their systems and procedures to make funding recommendations
- Ensure all information including grant applications are accurately recorded in a timely fashion on the database system DIGITS

- Liaise and negotiate with successful grant applicants on their anticipated outcomes, overseeing the preparation and issuing of grant contracts
- Work with funded organisations to support the successful delivery of projects, where appropriate, and undertake visits to funded organisations to monitor the impact of grants awarded
- Ensure funded organisations provide timely monitoring and evaluation reports appropriate to the size of grant and oversee the validation of spend claims from funded organisations
- Conduct regular outreach and participate in networking events and awareness raising sessions aimed at potential grant applicants or recipients
- Deliver funding workshops and community events to support the local community and voluntary sector
- Support the Head of Grants to prepare reports for donors, the EECF Grants Committee and Board of Trustees
- Contribute to the maintenance and development of grant making systems, policies and procedures
- Contribute to the maintenance and development of guidance notes, application forms and reporting structures
- Assist in the development of effective communication of the grants programmes i.e. community newsletter, website, annual report etc.
- To deputise for the Head of Grants during periods of absence, ensuring the continued management of the grants programmes
- Keep abreast of good practice in grant making and new initiatives being implemented by other local grant makers and community foundations
- Undertake such other tasks as may be required to meet the needs of the post as they arise and to ensure the smooth running of EECF's grant making programmes
- Undertake professional up-skilling/training in line with the needs of the job

Terms and Conditions: Full time position, 35 hours per week

Salary: £24,000 - £26,000 per annum (dependent on experience)

Annual Leave: 23 days

Pension: 4.5%

Please send your CV along with a covering letter (no more than two pages) setting out your suitability for the post to paige.murphy@eastendcf.org or EECF, Jack Dash House, 2 Lawn House Close, London, E14 9YQ

Person Specification

Grants Officer

Essential Experience/Skills

- Previous experience of grant making
- Previous experience of working with, or an understanding of, the voluntary sector
- Capable of effectively gathering and assessing relevant information to make objective recommendations
- Able to summarise, prioritise and present information to varying audiences
- Excellent attention to detail with the ability to work quickly and accurately to strict deadlines
- Able to manage, prioritise and organise your own workload
- Strong written and oral communication skills with the ability to communicate with people from a wide variety of backgrounds
- Strong IT and administrative skills
- Able to work independently and as part of a small team

Desirable Experience/Skills

- An understanding of the particular needs and political context of East London (specifically Tower Hamlets, Hackney, Newham and the City of London)
- Knowledge of DIGITS
- Experience of public speaking

Personal Qualities

- Flexible and adaptable with good interpersonal skills and a 'can-do' approach
- Self-motivated and able to work on own initiative
- Dependable and reliable with the ability to be productive under time pressure
- Positive, resilient and supportive