



Sussex Community Foundation

Recruitment Pack – Grants Administrator July 2021

Thank you for your interest in the post of Grants Administrator at Sussex Community Foundation. Sussex Community Foundation is one of the newest and fastest growing community foundations in the country. Our job is to build a sustainable source of funding for charities and community groups in our county and to make sure these funds have maximum positive impact. We do this by inspiring high net worth people and organisations to support their local communities and providing bespoke services that show them the difference their donations make.

We are an expert local grant maker – reaching the groups that other funders can't, and providing the kind of funding that charities need. We have a close relationship with the groups we fund and with our donors and we see ourselves as the hub of a community that works together to make Sussex a great place to live for everyone.

We have been working for fifteen years and have built many strong relationships with local charities and philanthropists. We have a very committed team of staff, trustees and ambassadors who are all passionate about making a difference in Sussex. We have given grants worth £23m and built an endowment fund of £24m, which is invested for the long-term benefit of the community.

Our Sussex Uncovered reports demonstrate that although many people perceive Sussex as an affluent county there are many areas that are among the most disadvantaged in the country and many people who struggle in their day-to-day lives. You can read the report on our [website](#).

Last March we launched the Sussex Crisis Fund and thanks to a tremendous response from our supporters, we raised and distributed £3m to many inspiring local charities addressing the crisis. We now need to support the community to recover from the pandemic and address longer term underlying issues such as inequality, climate change, loneliness and poverty. There is so much to be done, and we have the potential to make an enormous difference.

Hannah Clay

Head of Programmes

June 2021

JOB DESCRIPTION: GRANTS ADMINISTRATOR

Salary:	£21,677 per annum
Hours:	35 hours per week . Flexibility to include some evening and weekend working,
Pension:	Employer contribution up to maximum of 5% salary to match employee contribution.
Holidays:	25 days holiday per annum plus 8 public holiday per annum (pro-rated)
Location:	Lewes. Flexible working requests will be considered, but regular office attendance is expected.
Accountability:	Reports to the Head of Grant Programmes

JOB PURPOSE

To support the Head of Grant Programmes to deliver Sussex Community Foundation's grant making programmes, ensuring that they provide efficient and effective support for the community in Sussex and meet the charitable goals of donors.

KEY RESPONSIBILITIES

Grant Administration

- To support the Head of Grant Programmes to deliver the Foundation's grants programmes and ensure that they meet the objectives of donors
- To work with the Grants Officers to ensure efficient and effective administration of the Foundation's grant making
- To respond to initial enquiries from potential applicants and give advice regarding the grants application and reporting processes
- To assess and score applications for funding from charities, community groups and individuals
- To administer grant applications and monitoring forms
- To enter data and maintain the customer relations database ensuring the integrity of grants data and generating reports
- To service meetings, for example, those of the Grants Committee, Grants Strategy Committee, grant making panels and meetings with donors
- To correspond with grant applicants, donors, trustees and others in relation to grant making and ensure excellent working relationships

Monitoring and Reporting

- To assist the Head of Grant Programmes and Communications and Marketing Manager to monitor grant programmes
- To prepare reports to donors, trustees or other audiences
- To provide information about grants for use in the Foundation's communications including website, social media, newsletters and annual reports
- To assist with gathering and communicating information regarding the local community and grant recipients to internal and external audiences

Office Administration

- To provide a welcoming and efficient service for all who contact the Foundation by telephone, email, letter or in person.
- To contribute to effective and efficient office systems, records and policies to meet the needs of the Foundation

- To use the community foundation's computer and IT systems including the customer relations database and keep up to date in use of IT equipment
- To administer events and meetings for community groups, grant applicants, supporters and other partner organisations
- To attend Fund Development events and contribute to providing a warm welcome for guests

General

- To work in accordance with the values, policies and procedures of the Foundation, especially Information Management, Confidentiality, Equity, Diversity & Inclusion and Health and Safety
- To attend training and other personal development events as required.
- To carry out other duties appropriate to the role and responsibilities as may be delegated by the Head of Grant Programmes or Chief Executive.
- The post requires some occasional evening and weekend work.

PERSON SPECIFICATION - GRANTS ADMINISTRATOR

1. Experience and Skills

- Administrative skills, preferably with experience of working in an office environment
- Ability to work to strict deadlines with a high level of attention to detail
- Good communications skills on the telephone, email and in writing
- Demonstrable skills in use of Microsoft Office, email, databases and internet and ability to learn to use new software
- Ability to act on own initiative and to plan and prioritise own work-load
- Flexible and able to work well as part of a small team

2. Attitudes, values and personal qualities

- Demonstrates commitment to the mission and values of Sussex Community Foundation
- Warm, friendly and professional with ability to build relationships with and support others
- Demonstrates commitment to the principles of equal opportunities and respecting diversity
- Enthusiasm for supporting small local charities and the voluntary sector

DIVERSITY AND INCLUSION

Sussex Community Foundation encourages and welcomes applications from people of all backgrounds. We are committed to increasing diversity in both our grant making and in our staff teams. Please contact us if there is anything you would like us to be aware of in making this application.

Benefits of Working at Sussex Community Foundation

This list is a summary of the benefits of working for Sussex Community Foundation. Full details are in the Employee Handbook and Contract of Employment.

- **35 Hour working week** for full time staff, with one hour per day lunch break.
- **25 days of paid annual leave**, increasing by 1 day a year up to 30 days after you have been with us for five years. Paid bank and public holidays on top (pro-rata for part-time).
- **Flexible working** - During 2020 and 2021 we have been working mostly from home. We are still working out our long-term policy but in we expect to be able to offer a combination of office and home based working. Everyone will need to be based in Sussex and able to attend internal and external meetings and events. We will require people to be in the office on a regular basis, to come to meetings when needed and to agree a work schedule with their line manager that meets the requirements of the job.
- **Flexible hours** – if you need to change your hours because of caring responsibilities, we will try to accommodate your needs.
- **No long-hours culture.** Sussex Community Foundation employees work hard within their contractual hours, but we discourage late working. Evening and weekend work is a key part of many of our jobs, but we want you to take the time back as soon as you can. We value the quality of your work – not the length of time you put in.
- **Well-being sessions**, led by staff. We have a staff lead for well-being who will help to organise yoga sessions, social events, massage or whatever the team feel will help them to maintain their well-being.
- **Career-development and training** opportunities are encouraged.
- **Season-ticket loan scheme.**
- Access to the **Cycle to Work** scheme.
- **Free eye tests and contribution to the cost of glasses for those who use computers.**
- **Company sick pay.**
- **Pension scheme.** We will match employee contributions up to 5%

Brilliant people doing a great job – working at Sussex Community Foundation is an opportunity to help build a vibrant community and voluntary sector in Sussex – and help people change lives for the better ... **and if you do have any problems**, we are a small organisation and the staff team is the most important part of it. So, if you have any concerns or need help, you can always talk to your line manager, the Chief Executive or the Chair and we will do our best to help you.

Organisation chart

The management team is highlighted in blue.

