

# Grants Officer job description

---

July 2022

Oxfordshire Community Foundation (OCF) is a charity that works to improve the lives of people living in Oxfordshire. We encourage and facilitate effective philanthropy and we make grants and donations to the dedicated local organisations supporting communities across Oxfordshire experiencing hardship and disadvantage.

We are a member of the 47-strong UK Community Foundations (UKCF) movement. We are a small, friendly team who are supportive and ambitious.

## The role

OCF is seeking a Grants Officer for the effective delivery of grants to charities and community organisations in Oxfordshire. Through the distribution of grants and donations, we support groups working tirelessly alongside communities experiencing disadvantage and hardship to build resilience and create opportunities for growth.

The Grants Officer is a key role supporting our grant-making systems, grants strategy and growth plans. We run grants rounds throughout the year to channel funds to the voluntary sector in Oxfordshire. In addition, we support OCF fundholders to disburse donations effectively and reliably to local organisations. You will be helping with the promotion of our grants rounds, processing grant applications received from charitable organisations, responding to enquiries from applicant organisations, completing grants assessments, tracking and reviewing monitoring and creating reports. Training will be provided.

**Accountable to:** Grants Manager

**Key relationships:** Staff team, trustees, fundholders and other supporters and partners of OCF

**Hours:** 35 per week (part time will be considered but with a preference for the hours to be spread over five days a week)

**Salary and other benefits:** Starting salary £24–28,000 depending on experience. 3% pension (increasing to 5% after five years). 25 days holiday, which includes time off between Christmas and New Year.

## Main tasks

### Grants programmes and fund distribution

Your main tasks will be:

- Maintaining the database for grant applications and funding programmes, and producing grant reports from the database (Salesforce experience is desirable, but training will be provided)
- Handling email and telephone enquiries from grant applicants, recipients and potential applicants
- The administration of funds and grants programmes (grants rounds) and their criteria, including carrying out due diligence processes and grant application assessments
- Following up with reference checks for applicant organisations
- Supporting grants panel (decision-making) facilitation
- Monitoring the delivery of funds and grants programmes, tracking applicant activity against funder requirements
- Conducting impact reporting on funding and grant programme achievements



**You will also engage in donor care**

- Supporting the account management of donor named funds to deliver the fund's aims and to ensure productive and long-lasting donor relationships
- Supporting donor care activities, such as organising project visits or stakeholder events
- Identifying and collating information to provide impact and other reporting to donors

**You will also contribute to community engagement**

- Supporting a range of community engagement activities (consultations, webinars, in-person events)
- Working with OCF's marketing team to produce reports that demonstrate the difference our funding makes
- Helping to build OCF's reputation and raise our profile with stakeholders

In addition, you may support other OCF activities as required in line with the job purpose and role.

## Key competencies

### Required experience, knowledge and skills

Essential:

- Experience of managing external enquiries in a professional setting, and capable of engaging confidently in meetings with an organisation's stakeholders
- Effective written, verbal, report-writing and presentational communication skills, with a high degree of accuracy and attention to detail
- Administration techniques and knowledge of monitoring and reporting processes
- IT literate, including Microsoft Word, Excel and Outlook; experience of Salesforce would be ideal
- Strong organisational skills with a logical and systematic approach to tasks, and the ability to manage your own workload
- Able to carry out basic research
- Understanding of due diligence and related processes
- Able to represent OCF professionally and effectively in an external environment

Desirable:

- An understanding and/or practical experience of charitable grant-making and/or donation-processing
- An understanding of local social and community issues and the charitable sector
- Successful account or relationship management experience

**Applications to be made to [recruitment@oxfordshire.org](mailto:recruitment@oxfordshire.org) to include a CV and cover letter of not more than two sides length setting out how you meet the key competencies set out above.**

**Deadline for applications is 5pm on Friday 16<sup>th</sup> September 2022. Interviews will be held in late September, with a start date as soon as possible.**

