



Grants Officer

Salary £24,750 – £27,705 depending on experience

Hours Full time (35 hours per week)

Contract 9 months fixed term maternity cover

Line Manager Grants Manager

Cambridgeshire Community Foundation is the charity for Cambridgeshire, working towards a better quality of life for people across the county. We identify the most critical needs of local communities, raise funds and award grants to non-profit organisations that make a big impact in addressing those needs. Working at Cambridgeshire Community Foundation is an opportunity to make a lasting difference in Cambridgeshire and be part of shaping a better future for the local community.

Description:

CCF aims to deliver a successful grant-making programme that encourages strong applications from voluntary groups and charities, critically assesses them and makes recommendations to Donors to distribute funds.

As Grants Officer you will play a pivotal role in the programme team – assisting with marketing, planning, delivering and reporting on our grant-making programme to ensure targets are met.

Job Specification

- To identify groups and input marketing ideas to reach programme and fund spend targets
- To process/ oversee the processing of grant applications including advising applicants, scrutinizing accounts and governing documents, assessing applications, preparing paperwork, creating reports, evaluating monitoring and attending donor panels
- To take responsibility for end-to-end delivery of certain programmes
- To build specialist knowledge of CCF database
- To take an active role in continuous improvement and best practice initiatives

Profile

Our Grants Officers require:

- Excellent communication skills
- Proven customer-facing skills
- Confident numeracy skills
- Commitment to quality
- Dedicated team spirit

Previous experience of working in the charitable sector or of community engagement is desirable.

In addition the successful candidate will have:

- Proven eye for detail – be able to produce, analyse and proofread reports/communications to a high standard of accuracy
- Ability to plan, organise and prioritise workload effectively
- Excellent working knowledge of Microsoft Office and proven experience of using databases

The successful Grants Officer will be a positive and focused individual who can take the initiative as well as follow prescribed processes. Flexibility, enthusiasm and a commitment to our lively and ambitious team are key to our future.

Other terms and conditions

Location: Hybrid remote and office working. Some travel to meetings across the county (some rural locations) is required as are occasional evening meetings and events. Driving license and access to a vehicle is desirable.

Flexible working: We offer flexible working hours within overall working hours of 08:00 – 18:00; staff may request to work their contracted hours in a preferred working pattern.

Leave: 27 days a year plus public holidays. Option of trading up to 5 days of available holiday allowance each year.

Pension: All staff are auto-enrolled into CCF's pensions scheme provided by NEST with a 7% employer contribution

Probation: The post is subject to a 3-month probationary period.

Equality: We are inclusive and happy to make reasonable adjustments to the recruitment process – contact Ruth – ruth@cambscf.org.uk

Interviews: Interviews will be held online as suitable candidates apply

Data notice: For information about how CCF uses data please visit our website

<https://www.cambscf.org.uk/policies>

To apply please send a CV and covering letter to ruth@cambscf.org.uk

Only shortlisted candidates will be contacted. Due to the volume of responses we receive, we are not able to give feedback to individuals. If you have not heard back within 7 days from the application deadline, please assume that you have not been successful for the role you have applied for.