

The Campden Charities



- Position:** Grants Officer
- Line Manager:** Grants Manager
- Contract type:** Permanent
- Salary:** £31,000 - £34,000 (depending on experience)
- Hours:** This is a full-time position 37.5 hours over 5 days a week. Some start time flexibility could potentially be offered post-induction/training.
- Location:** Hybrid – 3 days in the office (sometimes more if required) 27a Pembridge Villas, London W11 3EP. Some outreach work will be expected ranging from one-off events to placements within local organisations or community centres.
- Holiday:** 28 days per annum + Bank Holidays.
- Pension:** Generous 10% employer's pension contribution rising to 15% after five years
- Training:** Training and support in post is provided on an on-going basis and training in specific areas will be offered as need and interest arises. Following successful completion of the six-month probationary period undertaking a Level 3 QCF qualification in Advice and Guidance is mandatory. There will also be an opportunity to undertake Level 4. The Charities are dedicated to the continuous professional growth of their staff, offering a generous training budget to support ongoing learning and development.
- Additional Benefits:** We offer a suite of additional benefits including contribution towards dental treatment, employee assistance, private health insurance and up to £350 per annum towards health and wellbeing activities.

About Campden Charities

Are you seeking meaningful work making a real difference to the lives of individuals?

The Campden Charities is a permanently endowed trust assisting individuals on the lowest incomes in the old parish of Kensington. The area is one of extreme contrasts and includes neighbourhoods with significant levels of deprivation and need. The Charities awards grants totalling more than £2 million each year via programmes focused on helping individuals on very low incomes to move on in their lives be it through education, training or otherwise supporting employment. The Charities is seeking to appoint a full time Grants Officer to join the Charities' diverse grant giving team.

A key appointment as we continue to drive our services, grant programmes and ongoing development of our outreach and publicity strategy.

Role of a Grants Officer

Support and administration of grant giving and managing own caseload of beneficiaries and grants, one of the key parts of the role is to provide 1-2-1 advice and guidance. Engagement with local organisations in outreach and raising the profile of the Charities' support and promote our grant giving programmes.

- Managing own caseload of grant applications, beneficiaries and database management
- Assessing and advising potential beneficiaries
- Analysing individuals, employment routes and advising accordingly
- Conducting home visits to support need and verify eligibility
- Processing applications and writing reports
- Tracking progress of beneficiaries to identify further individual support, engage with other family members and explore larger trends across beneficiary groups
- Providing advice and guidance to beneficiaries, including, but not limited to, identifying appropriate courses, providing employment services and/or signposting to other organisations
- Supporting colleagues in the development of grant programmes
- Keeping up to date with current trends and issues relevant to the Charities' work
- Outreach and network to raise awareness and publicise the Charities' grant-giving in order to ensure equality of access
- Undertaking specific pieces of work relevant to own role as directed by the Grants Manager/Director and any other tasks that will support the development of the Charities

Person Specification

We seek applicants who have an understanding of, and empathy towards, supporting unemployed or low-income individuals and families to improve their financial circumstances. They will be self-motivated, highly organised with excellent attention to detail, an independent thinker yet a team player and computer literate.

We are open to interviewing candidates who do not necessarily possess all the specifications below but who, through their covering letter, demonstrate that they have the right attitude to undertake, and be successful, in the role.

Knowledge

Essential

- empathy and understanding of problems and issues facing individuals and families on low incomes and state benefits
- ability to work independently and as part of a team
- good judgement
- highly organised, good attention to detail and able to work to deadlines
- high level of English language both spoken and written
- experience of standard Microsoft Office software such as Word and Excel and database packages

Desirable

- understanding of current employment market
- knowledge of the state benefits system
- knowledge of the education system

Experience

Essential

- working with vulnerable people and/or low-income families, including in voluntary role
- development of working relationships with a wide range of people

Desirable

- assessing individual need and financial circumstances
- interviewing individuals
- voluntary or paid work within the charitable sector
- experience of community outreach
- providing advice and guidance support

Personal Qualities

- able to work well with people from all backgrounds and enjoys doing so
- able to work both on own initiative and under instruction and guidance
- committed to the charitable sector and to the objects and ethos of the Charities

Additional information

Beneficiary

Assessment: The holder will be expected to carry out home visits to potential beneficiaries to undertake needs assessments. After initial period of induction and training, these visits are often alone but within the Charities' safety framework which is under continuous review. Some of these meetings are held in the Charities' offices.

The appointment will be subject to a satisfactory basic DBS check and two satisfactory references.

How to apply

The deadline for receipt of applications is **5.00pm on Wednesday 23rd October 2024**

We will inform those short listed for interviews by **Wednesday 30th October 2024**. We regret that we are only able to respond to those applicants.

Interviews will take place on: **Wednesday 13th November and possibly Thursday 14th November 2024**.

Please send your CV and covering letter, indicating your current salary to:

grantsjobs@campden.org.uk

CVs will only be considered if accompanied by a covering letter referring to the specific skills and attributes listed in the Person Specification. Generalised covering letters will not be considered.

If you have any queries please email them to grantsjobs@campden.org.uk