

## ROLE PROFILE

**Title:** Community Engagement + Grants Manager – Maternity Cover  
**Reporting:** To the Director  
**Location:** 111-117 Lancaster Road, London W11 1QT  
**Hours:** Part-time (21 hour week), 12 month contract  
**Salary:** £ 40,000 to £48,000 pro rata

The Kensington + Chelsea Foundation is an independent local charity which was founded in 2008 and is now in an exciting phase of growth. We want to increase our profile, our income and, most importantly, our impact. While our borough is often associated with wealth and affluence, it also has areas of severe deprivation. Thirty-three per cent of children in K+C are eligible for Free School Meals, life expectancy between residents from different wards varies by nearly two decades, and in-work poverty has increased by 46% since 2020. Our vision is of a borough where every resident has the opportunity to live a happy, healthy, fulfilled life. We identify and support impactful local projects which improve the lives and life chances of our most vulnerable and disadvantaged residents.

We play a key role in responding to emergencies in our community such as the tragedy at the Grenfell Tower and the Covid-19 pandemic, alongside our longer-term work with some of the most disadvantaged communities in the borough to improve wellbeing and opportunities.

The **Community Engagement + Grants Manager** makes up one half of our grants team who are responsible for our grant-making, monitoring and evaluation processes, as well as building and maintaining long-term relationships with the local voluntary sector and community. The grants team are our experts in local needs and the effectiveness of our charity partners in responding to them. In recent years we have adopted a participatory approach to our grant making, which means decisions around funding are delegated to panels of local residents who have lived experience of the issues we are trying to tackle. This role leads on managing our grants relating to work with Children and Young People and works alongside the other Community Engagement + Grants Manager to manage our Skills + Employment and Community Spirit Funds.

### Key Responsibilities:

- Building strong relationships with local charities and community groups, and knowledge of their services and strategies - in particular those working with children and young people
- Keeping up to speed with local needs and being strategically aware of developments in the voluntary sector more widely
- Recruiting, training and facilitating grants panels made up of local residents to assess applications and make decisions about funding
- Carrying out due diligence and financial assessments of charity partners, providing advice to potential applicants, organising project visits and providing feedback to applicants
- Issuing grant offers and making payments
- Monitoring grants, including site visits and reports from funded organisations, to enhance learning, evaluate impact and ensure resources are used to maximum effect
- Providing opportunities for grantees to work collaboratively, learn from each other and share resources by facilitating regular meetings
- Representing the K+C Foundation at relevant events and networking forums
- Being responsible for maintaining the accuracy of the K+C Foundation's database in relation to local organisations and all charity related reports and queries

- Working closely with the Director and Major Gifts Manager to provide information on K+C Foundation projects and needs for future funding, and assisting with donor reporting by organising project visits and providing evaluation reports from charities
- Working flexibly and collaboratively to support the wider aims of our team

#### **Your qualities:**

We are looking for someone who can demonstrate:

- Previous experience in all aspects of grant management including conducting due diligence, monitoring and evaluation
- Excellent organisational skills and experience in managing a busy and varied workload
- Strong written and verbal communication skills and confidence to operate in a wide range of environments. Experience of facilitating groups would be a real bonus
- A passion for local charities and an understanding of the challenges faced by the voluntary sector
- Knowledge of, and networks in, the borough of Kensington and Chelsea is desirable but not essential
- Analytical and research skills
- Ability to build and maintain excellent relationships
- Attention to detail and ability to manage your own workload with minimal supervision
- Sound numerical and IT skills
- Confidence to use your judgement, take initiative and challenge when appropriate
- Ability to work collaboratively and as a team-player

#### **Application Process**

To apply for this position, please submit your CV and a supporting statement that fully addresses the appointment criteria (maximum 2 pages of A4). Please also include the names and contact details of two referees who will only be contacted once your permission has been granted.

Applications to: [vstewardtodd@thekandcfoundation.com](mailto:vstewardtodd@thekandcfoundation.com)