

ROLE PROFILE:

Title: Community Engagement + Grants Officer
Location: 111-117 Lancaster Road, London W11 1QT
Hours: 4 days per week, flexible working options available
Contract: permanent
Salary: £31-35k (Full time equivalent)

The Kensington + Chelsea Foundation is an independent local charity which was founded in 2008 to tackle the key inequalities in our community. While our borough is often associated with wealth and affluence, it also has areas of severe deprivation. Nearly one third 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 all residents have the opportunity to live happy, healthy, fulfilled lives. To achieve this vision, we identify and fund impactful local projects which improve the lives and life chances of our most vulnerable and disadvantaged residents. Alongside this longer-term work, we also play a key role in responding to emergencies in our community, such as the tragedy at Grenfell Tower and the Covid-19 pandemic. The K+C Foundation is now in an exciting phase of growth, and we want to increase our profile, our income and, most importantly, our impact.

The **Community Engagement + Grants Officer** plays a key role in our grants team which is responsible for all aspects of our grantmaking, as well as actively building long-lasting relationships with the local voluntary sector and wider community. The grants team members are our experts in local needs and in the effectiveness of our charity partners in responding to them. In recent years, we have adopted a participatory approach for distributing our larger funds, which means decisions around funding are delegated to panels of local residents who have lived experience of the issues we are trying to tackle.

The Community Engagement + Grants Officer supports the Senior Grant Manager with the delivery of all of our larger grant rounds, as well as managing our small grants programme and donor-led grants. It is a busy and varied role, with opportunities to develop your skills and experience in a small and supportive team.

Key Responsibilities:

- Building strong relationships with local charities and community groups and staying informed about their services and strategies
- Ensuring accurate records are kept on the K+C Foundation's database (Salesforce), including up-to-date contact details and records of communication with groups in receipt of, or applying for, grants
- Supporting with the recruitment, training and facilitation of resident grant panels to assess applications and make funding decisions
- Carrying out robust due diligence and financial assessments of charity partners who apply to us for funding and making recommendations to the Senior Grants Manager

- Drafting grant offer letters and monitoring payment and reporting schedules
- Monitoring grants, including site visits and assessing evaluation reports from funded organisations, as well as collating case studies and photographs for fundraising purposes
- Managing our Community Spirit Small Grants Fund, including assessing applications, issuing grant offers and monitoring grants
- Organising six-monthly grant holder networking meetings for each of our thematic portfolios and minute taking
- Handling enquiries from community partners, including monitoring the grants team inbox and responding/referring to the appropriate team member
- Representing the K+C Foundation at relevant events and networking forums
- Working flexibly and collaboratively to support the wider aims of our team, including occasional evening work

Your Qualities:

We are looking for someone who can demonstrate:

- Strong and demonstrable understanding of the principles of good grantmaking process and practice, either through experience at a grantmaking organisation or as a fundraiser applying for grants
- Monitoring and evaluation experience, and an understanding of the importance of data in decision making
- Experience of quality assurance and due diligence processes
- Strong attention to detail, with the ability to follow established processes and manage a busy, varied workload with minimal supervision
- Sound numerical and IT skills, with experience using Microsoft Office and a CRM database
- Strong written and verbal communication skills, including listening skills and the confidence to operate in a wide range of environments
- 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
- Confidence to use your judgement, take initiative and challenge when appropriate
- Ability to work collaboratively and as a team-player