



## JOB DESCRIPTION

**Job Title:** Thurrock Community Fund Programme Officer.  
**Salary:** £29,757.00  
**Contract:** 1-year Fixed Term – extension subject to funding.  
**Reporting to:** Voluntary Sector Development Manager.  
**Hours:** 35 per week.  
**Responsible for:** The day-to-day coordination and administration of the Thurrock Community Fund and National Lottery # I Will Fund.

**Location:** Hybrid / Working at Beehive Resource Centre in Grays.

**Essential Car User:** No.

**Annual Leave:** 25 days annual leave plus bank holidays (+ 3 days mandatory holiday over Christmas) (Pro-rata annual leave for part time workers)

Leave entitlement increases by 1 day per full year of service (up to 30 days).

### Benefits:

- Flexible working including condensed hours.
- Workplace pension scheme (with employer contributions).
- Long Service Awards.
- 24/7 Employee Assistance Programme.
- Excellent Company Sick Pay Scheme.
- Staff Forum.
- Staff Wellbeing Meetings.
- 2 days paid volunteering per year.

### Do you want to make a difference to the people of Thurrock?

Thurrock CVS is passionate about supporting, developing and promoting the Voluntary, Community, Faith and Social Enterprise Sector and recognise that as a sector, we are stronger together. As an infrastructure organisation, we provide support to the sector through networking, training, funding, advice & guidance, marketing, office space and much more. We advocate on behalf of the sector so that our collective voice is heard and build partnerships and collaborations to support the sector to thrive.

You will be joining a dedicated team focussed on making a difference. We promote a flexible work environment where people can be their authentic self.



## **Job Overview**

The TCF Programme Officer is responsible for the day-to-day coordination and administration of two linked funding programmes:

The Thurrock Community Fund – A community grants programme for voluntary, community, faith and social enterprise sector organisations, comprising of rolling funds, multiple funding rounds, and one-off grants. Examples include the Resilience Fund, Micro Grants, Smoke-Free Fund, Family Hubs Fund, and Youth Wellbeing Fund.

#I Will Fund – a new 12 month fund from the National Lottery with a grant-making programme supporting youth-led social action.

The role ensures that both funds are delivered efficiently, transparently and in line with agreed criteria, governance and standards. The post holder coordinates administration, application processes, monitoring and reporting, while working under appropriate supervision for funding decisions and strategic direction.

### **What you'll be doing:**

Duties include, but are not limited to, the following:

### **Key Responsibilities:**

#### **Thurrock Community Fund – Programme Coordination & Administration**

##### **Fund Administration & Coordination.**

- Manage the day-to-day administration of the Thurrock Community Fund across multiple funding streams and rounds.
- Coordinate funding timetables, application windows, assessment periods and reporting deadlines.
- Administer all Thurrock Community Fund activity through the Plinth grants management system, ensuring accurate records and compliance.

##### **Applications & Assessment Support.**

- Prepare application summaries and documentation for review by the relevant funding panel.
- Develop and provide scoring frameworks and assessment criteria for panels, based on the specific requirements of each funding stream.
- Support funding panels by coordinating meetings, papers and records of decisions.

##### **Governance, Quality & Compliance.**

- Ensure Thurrock Community Fund processes align with TCVS governance, safeguarding, EDI, complaints and conflict-of-interest policies.
- Escalate risks, issues or concerns to the senior management as appropriate.



- Ensure consistency, transparency and fairness across funding rounds.

### **Monitoring & Reporting.**

- Coordinate monitoring and reporting requirements for Thurrock Community Fund grant holders via Plinth.
- Support grant holders to submit proportionate and timely monitoring information.
- Prepare internal and external reports to CVS management and funders, in line with funding agreements and deadlines.

### **National Lottery #I Will Fund - Grant Programme Coordination.**

- Manage the day-to-day administration for the #I Will Fund grant programme, ensuring objectives, timelines and funding requirements are met.
- Manage the delegated grant-making process, including outreach, assessment, contracting, payments and compliance.
- Work closely with the project coordinator to embed meaningful youth involvement across funding decisions, delivery and evaluation through effective youth governance.
- Oversee monitoring, evaluation and learning as part of a wider team, supporting delivery partners to evidence impact and inform future investment.

### **General Responsibilities.**

- Work in line with TCVS policies and procedures at all times.
- Support wider organisational projects where appropriate, recognising the cross-cutting nature of this role.
- Participate in training and development to support your personal and professional growth.
- Undertake any other reasonable duties consistent with the role.
- Maintain accurate records, documentation and data in line with GDPR and organisational policies.
- Represent Thurrock CVS professionally with partners, funders and the VCFSE sector.
- Support learning, case studies and evidence-gathering across both funds.

### **This job is for you if ...**

#### **Skills & Experience.**

- You bring experience coordinating grant programmes, funding rounds or similar project-based work.
- You have a strong understanding of end-to-end grant processes (promotion, application, assessment, monitoring, reporting).
- You have excellent organisational skills with strong attention to detail.
- You have an ability to plan, prioritise and manage a varied workload independently.



- You're experiences in coordinating meetings, panels or groups (including papers, agendas and records of decisions).
- You're confident using grant management or CRM systems (e.g. Plinth or similar) and confidence with databases.
- You're organised, proactive, and able to manage multiple pieces of work at once.
- You're confident using Microsoft Office and digital tools to support communication, reporting, and relationship management.
- You have strong verbal and written communication skills.
- You bring a good understanding of GDPR and data protection requirements
- You have experience in coordinating monitoring and reporting from funded organisations.

#### **Personal Attributes.**

- You genuinely care about strengthening communities and supporting the VCFSE sector.
- You build trust easily and enjoy connecting people and opportunities.
- You're creative, solution-focused, and able to spot opportunities others might miss.
- You bring a positive, can-do attitude and enjoy working collaboratively.
- You are motivated by impact—not just activity—and want to see real change delivered for local people.
- You're comfortable working independently and as part of a team during a time of organisational and system-wide change.
- You're adaptable and flexible, comfortable working across different programmes and priorities.



**Thurrock CVS**  
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