



JOB DESCRIPTION

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| Job Title: | Grants Coordinator - Health Funds |
| Hours: | 35 hours per week |
| Duration: | Fixed Term Contract to 31 March 2024 |
| Salary: | NJC Points 29-32 £32,910 to £35,745 (starting on point 29) |
| Responsible to: | Grants Director |
| Responsible for: | Line Management Responsibilities for the Health Fund Grants and Donor Care Support Officer |
| Location: | Initially, the post will be home-based as we are currently working remotely. This is likely to change to the Foundation's Belfast Office when lockdown restrictions ease. |

Role Description

This is a new and exciting role in the Foundation - helping us to coordinate three new Health Funds, and provide great support to donors and grantees. The Grants Coordinator will lead on the delivery and management of the three new Funds to help us achieve our mission to connect people who care with causes that matter.

About You

A key part of our staff team, you will be someone who is motivated and committed to our values, vision and mission. You will have strong grants management and organisational and IT skills, enjoy working with the public and be committed to working in an organisation that wants to make a difference to people in Northern Ireland, particularly those who are disadvantaged.

Main Responsibilities:

Donor Care

- Developing and maintaining good relationships with funders;
- Act as the key Relationship Manager with funders providing a high quality donor care service;
- Organise and support events which showcase our work and impact and encourage donors and funders to invest

Grant Management & Coordination

Managing and coordinating three Health Fund grant programmes, processes and budgets. In particular:

- Managing & reviewing the grant process for three health funds and improving its effectiveness and efficiency with support from the Grants Director;
- Managing the administration of grant applications and other relevant financial or monitoring/evaluation processes for three Health Funds. This will include coordinating the grant schedule for these funds and the opening and closing of these specific funds;
- Overseeing the use and population of information on CFNI's database;
- Preparation of papers and attendance at panel meetings;
- Reporting to panels, Board and to funders where appropriate.

Budget Management

- Managing the budgets of the three Health funds;
- Managing individual grant expenditure for all those projects supported under these three Health funds.

Training and Support

Leading on the provision of training and support to funded groups, including:

- assisting with the design of a capacity building programme;
- issuing tenders and managing the tender process for the delivery of this programme;
- managing the relationship with the successful delivery organisation;
- identifying future support for the funded groups.

Line Management

- Line management of the Health Fund Grants and Donor Care Support Officer

Networking & Communications

- Liaising with CFNI's communications team around promotion of these three Health funds;
- Organising and delivering grant information events and funding fairs as need arises relevant to the three Health funds.

Monitoring Impact

- Reporting on the impact of the grants internally and externally as appropriate for the three Health funds, with support from the Grants Director;
- Manage and monitor the impact of projects in receipt of grants allocated under the Health Funding Programmes administered by the Community Foundation to ensure they meet targets and objectives and to provide guidance if difficulties arise;

Policy and Strategy

- Supporting the Grants Director and other staff within the team to identify policy issues arising from applications or delivery of grants for the Health Funds;
- Being informed about the community and voluntary sector and relevant policy issues;

Organisational Development

- Participating in and contributing to the overall work of the Community Foundation for Northern Ireland as required.

General

All staff are required to:

- Carry out their work in accordance with the organisational values and ensure that their behaviours are in keeping with our values;
- Be aware of, understand and comply with all of the Foundations policies and procedures;
- Manage their workload effectively while ensuring the efficient use of office resources and in particular Google Workspace and the Foundation's database, Salesforce;
- Maintain at all times the confidentiality of information received;

- Attend and participate in staff meetings, team meetings and relevant training;
- Attend some of the Foundation events each year.
- Identify improvements and efficiencies - your voice will be key in helping us see how we can do things better. We will continually be listening to you for ideas about how we can live our culture and deliver a better service.

This Job Description is not intended to comprehensively list the responsibilities of the post, but to indicate the main areas which at this stage appear to be the essential requirements of the post.

Grants Fund Coordinator - Person Specification

| | ESSENTIAL CRITERIA | ASSESSMENT |
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| QUALIFICATIONS | A good standard of education, including at least 5 GCSE's (Grade A - C) including Maths and English. | Application Form |
| EXPERIENCE | <p>At least 4 years experience of building strong external relationships with keys stakeholders</p> <p>At least 4 years' experience of at least four of the following:</p> <ul style="list-style-type: none"> - Grant assessment (applications assessed independently and presented to a panel) - Grant management of funds of over £500,000 - Reporting to funders - Monitoring and evaluation processes - Project management - Working with voluntary committees - Knowledge of the community and voluntary sector, particularly the issues that the sector is facing | Application Form, interview, including test/presentation |
| KNOWLEDGE/ SKILLS | <p>The ability to communicate orally and in writing in a clear and concise manner, including writing reports;</p> <p>Strong IT skills including experience of using IT systems to implement, manage and monitor processes and workloads;</p> <p>The ability to draw out the policy implications of complex programmes;</p> <p>Highly effective organisational and time management skills</p> | Application Form, Interview, including test/presentation |
| PERSONAL QUALITIES | <p>Enthusiastic and motivated.</p> <p>Committed to the Foundation's vision, mission and values of Generous, Thriving and Together</p> | Application Form & Interview |
| OTHER REQUIREMENTS | Available to work occasional evenings and weekends. | Application Form |
| | DESIRABLE CRITERIA | |
| QUALIFICATIONS | Degree in relevant discipline | Application Form |

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| EXPERIENCE | <p>Experience of using grants management or customer relationship management systems such as Salesforce;</p> <p>Experience of procurement and managing tender processes;</p> <p>Line management experience;</p> <p>Experience of working or volunteering in a charity;</p> <p>Knowledge/experience of the health sector, either statutory or voluntary/community</p> | Application Form |
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Summary of Main Terms and Conditions

This post is a full time fixed term contract up to 31 March 2024.

Working hours are 35 per week, exclusive of meal breaks. Office hours are Monday to Friday 9.00am – 5.00pm inclusive of meal breaks. The post-holder will be required to be flexible and work unsocial hours occasionally, including evenings and weekends, to meet the needs of the post. We offer flexible working arrangements, subject to business needs.

Holidays are 25 days annually (plus statutory days) pro-rata.

Staff also get a day off for their birthday each year.

The post-holder may be eligible for membership of the Foundation's Pension Scheme.

The post-holder will be entitled to membership of the Foundation's HealthShield Employee Benefits Scheme.

The post is subject to a probationary period of up to 6 months.

The post-holder will not be entitled to on-site parking at our office.

The Community Foundation for Northern Ireland is an equal opportunities employer.