



Recruitment Pack
Grants and Donor Care Officer
July 2024

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1. Introduction

We are delighted that you are interested in applying for the role of Grants and Donor Care Officer with the Community Foundation for NI.

Since we were established in 1979, we have awarded millions of pounds in grant funding to local charities and community groups. We have also developed numerous programmes to support local communities build their capacity and sustainability. We have encouraged local philanthropy and facilitated donors with their giving, working in partnership with a range of donors, trusts, foundations and government to improve the lives of people in NI.

We are excited to have just started the second year of our new three-year strategy. The Grants and Donor Care Officer will be critical in working with our donors and grantees to help us achieve our ambitious objectives between now and March 2026, and beyond.

We are a great employer and hope that you will get a picture of what it would be like to work for the Foundation, through this pack.

We will be delighted to receive your completed application by the closing date of **12 noon on 31 July 2024**.

Yours sincerely

Roisin Wood

Chief Executive



About Community Foundation for NI

2.1 Background

The Community Foundation for NI is a local, independent charitable trust that provides grants and support to local communities in Northern Ireland.

We have offices in Belfast and Derry-Londonderry, although since Covid, we have operated a hybrid working policy for all staff.

We dedicated a lot of time in 2022/23 developing our new strategy, covering the three years from April 2023 to March 2026. As part of this process, we changed our mission, vision, values and behaviours.

2.2 Vision

Our vision is a fair and equitable society for everyone.

2.3 Mission

Our mission is working hand in hand with communities to build a better future.

2.4 Strategic Priorities

Over the next 3 years we will focus on:

- Engaging and supporting communities;
- Driving Equity, Diversity and Inclusion;
- Improving Well-being

2.5 Values

<p>Ambitious</p>	<p>Having or showing a strong desire and determination to succeed. Not doing more but doing it smarter and better in a way that puts all communities at the heart of our work.</p> <p><i>‘Success is peace of mind which is a direct result of self-satisfaction in knowing you did your best to become the best you are capable of becoming’</i></p> <p>John R Wooden</p>
<p>Passionate</p>	<p>Having or showing great excitement and interest – in our work, our communities, our team and our impact on Northern Ireland society.</p> <p><i>‘What lies behind us and what lies before us are tiny matters compared to what lies within us’</i></p> <p>Ralph Waldo Emerson</p>
<p>Integrity</p>	<p>Adherence to moral and ethical principles.</p> <p><i>‘It takes courage to create a meaningful life of integrity. It also requires good company. And practice’</i></p> <p>Shelly Francis</p>

2.6 Behaviours

<p>Active listening:</p> <p>listen, be attentive, reflect, clarify, don't interrupt</p>	<p>Non-judgmental:</p> <p>engaging without judgement, criticism or personal bias</p>	<p>Collaborative:</p> <p>working positively together towards a shared goal</p>
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We support our staff and Trustees to live our values and behaviours and work together to improve the lives of people in Northern Ireland.

3. Why work for us?

The Community Foundation's aim is to be the best charity to work for in Northern Ireland. We feel we have a great staff team. We treat our staff well, providing excellent salaries and benefits, prioritising staff health and wellbeing, encouraging hybrid working and supporting staff development and growth.

For more details on Employee Benefits, please see Section 9.

4. The role of Grants and Donor Care Officer

The Grants and Donor Care Officer will be responsible for making effective and impactful grants that support the objectives of the Foundation; and building strong relationships with donors and funders that encourage them to invest more in the local community through the Community Foundation.

We also expect that the Grants and Donor Care Officer will identify improvements and efficiencies; that their voice will be key in helping us see how we can do things better. We will listen to their ideas about how we can live our culture and values, enhance workplace wellbeing and improve organisational performance.

The Job description below sets out the role in more detail, while the Person Specification sets out our requirements for the role. More information about the Foundation and our people can also be found on our website.

5. Job Description

Job Title:	Grants and Donor Care Officer
Responsible to:	Grants Manager
Directorate:	Grants Directorate
Hours:	35 hours per week
Salary:	NJC Points 26 to 28 (£34,834 to £36,648) -it is our normal practice for new employees to start on the first point of the scale
Duration:	Permanent
Location:	The Foundation currently has a hybrid working approach and therefore the place of work will include the Belfast office location (currently Citylink Business Park, 6A Albert Street, Belfast) and home.

About Us

The Community Foundation for Northern Ireland is an independent grant-making trust. Our vision is for a fair and equitable society for everyone, working hand in hand with communities to build a better future. We are passionate and ambitious about what we do, and we act with integrity.

We have a great staff team, with 30 staff across two offices, in Belfast and Derry-Londonderry, who are all committed to making a difference to people in Northern Ireland. We treat our staff well, providing excellent salaries and benefits, prioritising staff health and wellbeing, encouraging hybrid working and supporting staff development and growth.

About You

You will be motivated and committed to our values, vision and mission. You will have excellent communication and organisational skills, with the ability to deal with people from diverse backgrounds and be great at building relationships with staff and customers. You will have experience of working in a busy and deadline orientated environment. You will be committed to providing excellent customer service and enjoy working across our teams, as well as on your own initiative.

Role Description

You will be responsible for making effective and impactful grants that support the objectives of the Foundation; and building strong relationships with donors and funders that encourage them to invest more in the local community through the Community Foundation.

The responsibilities will include:

Donor Care:

- Maintaining good relationships with funders and donors in order to provide an excellent, quality donor service and donor care, particularly for those funds you are leading on;
- Working alongside the Grants & Donor Care Team and other Foundation staff to assist in the development of funding opportunities for both new and existing donors and funders;
- Organising and supporting events and visits to encourage donors to invest.

Grant Management:

- Carrying out assessments of grant applications, (on site and/or online assessments), preparing and presenting grant summary reports to assessment panels and the Board of Trustees;
- Maintaining and developing the database of donors, funders, grants, grantees and grant applications to enable good relationships with funders and donors, and encourage those funders and donors to invest more in the local community through the Community Foundation in line with our grant-making strategy;
- Supporting users of the above systems and databases to use them effectively;
- Liaising with the Grants Support Team to ensure the website is up to date with grant programmes that are currently available;
- Working with the Grants Support Team to allocate awards and issue contracts using the CRM system for allocated funds;
- Maintaining and developing a central record of all grant-making programmes, including funding availability, guidelines, closing dates and panel meeting dates for allocated funds;
- Preparing internal and external impact reports for staff, Trustees, internal and external panels/steering groups, Donors and Funders;
- Organising panel meetings for funds leading on, coordinating the support team to prepare and issue grant panel papers, spreadsheets, and post panel documentation;

- Support minute taking for panel meetings for funds leading on;
- Responding to grants related queries;
- Organising and delivering grant information events and funding fairs as need arises; this may include face to face meetings, webinars, online tutorials, telephone helpline.

Knowledge, learning and impact:

- Leading on the monitoring and reporting of knowledge and learning insights and actual and anticipated impact of allocated funds, including meeting with grantees, presenting to panels and steering groups, to ensure targets and objectives are met and to provide guidance & support if difficulties arise.

Policy and Strategy:

- Supporting the Grants Director, Grants Manager and other staff within the team to identify policy issues arising from applications or delivery of grants for our funds;
- Being informed about the community and voluntary sector and relevant policy issues in particular issues within our strategy such as housing and homelessness, poverty, community transformation, equity diversity and inclusion, and health and wellbeing.

Finance:

- Supporting the Support Team and liaising with the Finance Team to make grant payments.

Organisation:

- Contributing to the development and implementation of CFNI's strategy;
- Participating in and contributing to the overall work of the Community Foundation for Northern Ireland as required;
- Identifying opportunities for personal development and learning.

Other:

All staff are required to:

- work in accordance with our culture, values and behaviours;
- be aware of, understand and comply with the employee handbook and all policies and procedures;

- manage their workload effectively while ensuring the efficient use of office resources and in particular MS Office and the Foundation's database, Salesforce;
- maintain the confidentiality of information received;
- carry out such other appropriate tasks and work as requested;
- attend and participate in staff meetings, team meetings and relevant training;
- attend some of the Foundation's external events each year.

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.

6. Grants and Donor Care Officer: Person Specification

Essential Criteria		Assessment
Qualifications	A good standard of education with at least 5 GCSE's (Grade A to C) or equivalent, including Maths and English	Application Form
Experience	<p>At least three years' work experience to include significant experience of:</p> <p>(i) assessing grant funding applications in a third sector or public sector organisation;</p> <p>(ii) working with local community groups;</p> <p>(iii) Grant management or project management;</p> <p>(iv) monitoring impact, developing knowledge and learning insights and reporting both verbally and in writing on impact to stakeholders;</p> <p>(v) using a grants management or customer relationship management system such as Salesforce</p>	<p>Application Form and Interview</p> <p>Application Form and Interview</p> <p>Application Form and Interview</p> <p>Application Form and Interview</p> <p>Application Form</p>
Knowledge/ Skills	<p>Knowledge of the issues that communities face in Northern Ireland</p> <p>Communication Skills (written and verbal)</p> <p>Strong IT skills</p> <p>Accuracy and attention to detail</p> <p>Strong analytical skills</p>	Interview

Other Requirements	Committed to the Foundation's vision, mission, values and behaviours	Interview
	Committed to Diversity, Equity and Inclusion and to working in all areas and communities within Northern Ireland	Interview
	Being a positive team player with a lean in attitude.	Interview
	Able to work flexibly, including occasional evenings and weekends, when required.	Application Form
	Full driving licence and access to a form of transport. Consideration will be given to alternative traveling proposals in respect of applicants with a disability who cannot hold a licence	Application Form

The Community Foundation for Northern Ireland is an equal opportunities employer. We welcome applications from all suitably qualified persons. However, as men and members of minoritised communities are currently under-represented in our workforce, we would particularly welcome applications from these sections of the community.

7. How to apply

Application Forms must be completed in full, signed (electronic signature accepted) and returned by email to Fiona O'Toole at fotoole@communityfoundationni.org

The closing date for applications is **12 noon on Wednesday 31 July 2024**.

Applications received after the closing date will not be considered.

CVs will not be accepted.

Equality Monitoring

Applicants are also asked to complete the separate Employment Monitoring Questionnaire and return by email by the deadline to:

fotoole@communityfoundationni.org

8. Summary of Main Terms and Conditions

- This is a full-time permanent position, subject to a probationary period of up to 6 months.
- The hours for this post are Monday to Friday, 9.00 a.m. to 5.00 p.m. We offer flexible working arrangements, subject to business needs. The post is currently a hybrid post, working between home and the office each week. All staff are required to work in the office on an agreed team day each week plus on additional days to meet the needs of the post. Some travel across NI to visit and meet with grantees and other stakeholders will also be required.
- Holidays are 25 days annually (plus statutory days), rising to 30 days after 5 years. 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.
- Life assurance and permanent ill-health insurance is provided to eligible staff.
- Private medical insurance is available to eligible staff.
- The post-holder may be entitled to membership of our health cash plan.
- Staff also have access to a wide range of health and wellbeing benefits.
- The post-holder will not be entitled to free on-site parking at our office. However, there is a carpark on site which staff can pay to use at their own expense.

9. Employee Benefits and Wellbeing Benefits

We offer all employees a rewarding career and value all that they can bring to the role to help us deliver our vision and mission. We want to have the best people working at the Community Foundation, staff who are passionate and ambitious about our work and who act with integrity. We care about our staff and treat them well. In addition to attractive and competitive salaries, we offer all employees a range of benefits, including our core employee benefits and more recently, we have added our wellbeing benefits. We hope that our benefits show our staff that we put their wellbeing first, to ensure that they are healthy, happy and motivated at work, have a good work-life balance and can perform at their best.

Core Employee Benefits

- 25 days Annual leave, rising to 30 days after 5 years' service
- 11 Statutory/Public holidays
- 2 Customary days
(All leave is pro-rata for part-time staff)
- Occupational defined contribution pension scheme (salary sacrifice)
- Occupational sick pay scheme
- Enhanced maternity, paternity and adoption leave
- Hybrid working arrangements
- Working from Home Allowance
- Flexible working
- On-line staff training portal
- Financial support and time off for training and development

Health and Wellbeing

- Permanent ill-health Insurance
- Life Insurance
- Private Medical Insurance
- Health cash plan
- Health checks
- Staff wellbeing training, activities and events
- Cycle to work scheme
- Volunteering Leave

Reward and Recognition

- Birthday leave and birthday gift
- Recognition awards linked to values and behaviours
- Rewards linked to financial wellbeing
- Acts of Kindness Rewards
- Office Wellness Hub, with wellbeing resources

10. Strategy 2023-26

Please find below a link to our Strategic Plan:

[Community-Foundation-Strategy-2023-26-1.pdf \(communityfoundationni.org\)](#)

Please find below a link to our Grant-making Strategy 2023-26:

[Grant-Making-Strategy-2023-26-sm.pdf \(communityfoundationni.org\)](#)