



Recruitment Pack

Women's Development Officer

January 2025

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1. Introduction

We are delighted that you are interested in applying for the Grants Manager role 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 first year of our new three-year strategy. The Grants Manager will work alongside the Grants Director and the wider team, 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 **12.00 noon on Monday 20th January 2025**

Yours sincerely

Róisín 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. Job Description

Job title:	Grants Manager
Responsible to:	Grants Director
Hours:	35 Hours per week
Salary:	NJC Points 32-35 (£41,511 - £44,711) - starting on point 32 (£41,511). 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 your place of work will include both the office location and home-based working. You will be expected to travel extensively across Northern Ireland.

Role Description

This is an exciting role, to provide additional leadership and management to support the growth in our grant-making. The Grants Manager will work closely with the Grants Director to build strong relationships with staff, grantees, donors and funders, to encourage more investment into the local community through the Community Foundation.

The Grants Manager will be responsible for supporting the Grants Director to coordinate the day to day administration of a large range of the Foundation's grant programmes and funds, making effective grants that support the objectives of the Foundation; and meeting community needs and donor priorities.

About You

You will be someone who has excellent leadership skills and significant experience of managing and leading a staff team. You will have the knowledge, skills and experience to build a strong team that can deliver a high quality service. You will be motivated and committed to our values, vision and mission. You will have excellent communication skills, with the ability to deal with people from diverse backgrounds and be able to build relationships with staff and stakeholders.

We expect you to have strong administrative skills and be highly organised, with the ability to manage a large volume of different funds and programmes. You should be able to plan and manage your time effectively and prioritise your workload and/or work under pressure. We expect all our staff to have strong IT skills and be competent in using MS Office or Google Workspace and databases.

We also expect that you will identify improvements and efficiencies to help us improve our services and live our culture and values.

Main Responsibilities

The responsibilities of the Grants Manager will include:

Leadership and staff management

- Supporting the Grants Director to ensure the Grants and Donor Care Team are working to clear outcomes which are in line with the vision, mission and values of the Foundation;
- Enabling and supporting the team to deliver an excellent grants and donor care service and build relationships with donors and funders which result in increased income for the Foundation;
- Line managing the Grants & Donor Care Support Officers, providing support and supervision to these staff, monitoring their performance and ensuring they meet individual and team KPI's.

Grant Management

Co-ordinate the day to day operations of the grant funds, programmes, processes and budgets. In particular:

- Supporting the review of the grant process and implementing improvements to ensure effectiveness and efficiency, alongside the Grants Director and Grants Team;

- Supporting the Grants Director and team to identify and develop, innovative and creative grant making opportunities, particularly to ensure more effective engagement with grantees;
- Managing the day to day administration of the grant programmes including scheduling fund opening and closing dates, overseeing financial monitoring, and monitoring/evaluation processes for our funds;
- Ensuring the CRM database is up to date and working effectively to support grant-making;
- Coordinating and overseeing the assessment of grant applications;
- Lead on allocated funds, developing plans for rollout of fund/s, assessing applications, presenting to grant panels, and reporting and monitoring impact of fund/s;
- Attending grant panel meetings, ensuring papers are issued in advance, and presenting relevant information at the meetings.

Donor Care

- Developing and maintaining good relationships with funders and donors in order to provide an excellent, quality donor service and donor care;
- Act as the key Relationship Manager with some donors and funders, providing excellent donor care to ensure continued investment in the local community through the Community Foundation;
- Supporting the Grants Director and Team to ensure high quality donor relationships;

- Identifying and supporting events which showcase our work and impact and encouraging donors and funders to invest.

Monitoring Impact

- Support the development of reports and updating the grant making scorecard outlining the impact of projects in receipt of grants allocated under the wide variety of Funds and Programmes administered by the Community Foundation;
- Ensure that funds and programmes meet targets and objectives and returns and reports are submitted accurately and on time.

Policy, Knowledge and Learning

- Support and identify policy issues arising from applications and delivery of grants, and liaise with the Grants Director on how these may influence the direction of grant-making and the wider policy work of the Community Foundation;
- Being informed about the community and voluntary sector and relevant policy issues and how this impacts upon the sector;
- Participating in and contributing to the overall work of the Community Foundation for Northern Ireland as required;
- Identifying opportunities for personal development and learning.

Networking & Communications

- Liaising with CFNI's communications team on funds and projects of interest;
- Support the delivery of grant information events and funding fairs, seeing is believing visits, conferences and seminars, where appropriate.

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;
- 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 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.

5. Person Specification

	ESSENTIAL CRITERIA	ASSESSMENT
EXPERIENCE	A minimum of 4 years experience in a management role, which includes: (i) responsibility for line managing staff and (ii) managing a department or function to deliver a high quality service and (iii) leading, supporting and developing a high	Application Form, test, presentation and Interview

	<p>performing team.</p> <p>At least 4 years experience of building strong external relationships with key stakeholders.</p>	<p>Application Form, test, presentation and Interview</p>
KNOWLEDGE/ SKILLS	<p>Knowledge of the community and voluntary sector and the current issues that the sector is facing, particularly in Northern Ireland.</p> <p>A working knowledge of MS Office, plus strong IT skills including the ability to use IT systems to implement, manage and monitor processes and workloads.</p> <p>Excellent communication skills including the ability to communicate orally and in writing in a clear and concise manner, including writing reports.</p> <p>Excellent organisational and time management skills, with the ability to deliver on high volumes of work, to tight deadlines.</p> <p>The ability to draw out the policy implications of grant programmes.</p>	<p>Test, presentation and Interview</p> <p>Test, presentation and Interview</p> <p>Test, presentation and Interview</p> <p>Test, presentation and Interview</p> <p>Test, presentation and Interview</p>

OTHER REQUIREMENTS	Committed to the Foundation's vision, mission and values; Committed to Diversity, Equality and Inclusion and to working with a diverse range of people and communities across Northern Ireland.	Application Form and interview Application Form and Interview
	Able to attend events and meetings across Northern Ireland, including occasional evening events and meetings	Application Form
	DESIRABLE CRITERIA	ASSESSMENT
QUALIFICATIONS	A relevant degree or leadership qualification	Application Form
EXPERIENCE	Experience of using a customer relationship management systems such as Salesforce	Application Form

6. How to apply

Application Forms must be completed in full, signed (electronic signature accepted) and returned by email to Natalie Duncan at nduncan@communityfoundationni.org

The closing date for applications is **12 noon on Monday 20th January 2025**. Applications received after the closing date will not be considered. CV's will not be accepted.

7. Summary of Main Terms and Conditions

This is a full-time permanent post. Working hours are 35 per week, exclusive of meal breaks. The normal hours for this post are Monday to Friday, 9.00 a.m. to 5.00 p.m. and based in the Foundation's Belfast Office. However, the Foundation is a flexible employer and currently has a hybrid working approach and therefore the place of work will include both the office location and home based working.

Holidays are 25 days annually plus birthday off, (plus statutory & customary days).

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

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-holder will not be entitled to on-site parking but will be able to use the pay and display car park beside the office.

The Community Foundation for Northern Ireland is an equal opportunities employer. We welcome applications from all suitably qualified persons.

8. 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 10 years' service
- 11 Statutory/Public holidays
- 2 Customary days
- 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
- 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

9. Strategy 2023-26

Please find below a link to our Strategic Plan:

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