

The London
Community
Foundation

Grant Programmes Manager



Welcome

Thank you for your interest in joining The London Community Foundation (LCF). Our mission is to tackle inequality by supporting a diverse civil society serving London's communities. We do this by amplifying the needs of London and inspiring donors to support them. Our work spans across company and individual philanthropy as well as public sector funds – supporting charities working to reduce problems such as violence against women and girls, homelessness, food poverty and young people at risk of gang violence.

Every role at LCF is critical to our mission, including this job. Inside this pack you will find information about the Grant Programmes Manager role and more about our work.

To represent London in all its glorious diversity, our people must reflect our work. At LCF we are committed to challenging ourselves to be more inclusive and diverse in how we operate. This includes our recruitment experience. We have a series of commitments to help us attract diverse talent and throughout our recruitment process, we will:

- Ensure a diverse interview panel wherever possible
- Provide additional accessibility support for applicants, where requested
- Share first stage interview questions with candidates beforehand
- Never ask for your current salary or degree level education
- Provide an opportunity to meet members of the team
- Always advertise the salary for our vacancies (#ShowtheSalary)
- Seek active feedback from you on the recruitment experience

With my thanks and best of luck with your application,
Kate Markey
CEO, The London Community Foundation



About LCF

Our Vision

A strong and diverse civil society, that tackles disadvantage and creates greater equity in London.

Our Purpose

Through good philanthropy, our knowledge and expertise, we convene donors to invest in charitable organisations working to overcome the issues affecting London.

Our People

Our Team and Board come from diverse backgrounds, with different skills, experience, and perspective, but unified by their ambition for London.

Our Values

We are Equitable, Accountable, Responsive, Collaborative and Impactful.

Our Behaviours

Inclusive, Adaptable, Trustworthy, Enterprising, Pragmatic, Respectful.





one
game
one
community

For more information on our
grant programmes and way
of working please see:

www.londoncf.org.uk

Background



Our experience has shown us that communities often characterised as poor, and disadvantaged are rich with ideas and assets. Charities, social enterprises, and community groups that spring from the communities they are trying to help often have a deep understanding of the gaps that need filling. They know what works, how to gain trust and build lasting relationships.

LCF was founded in 1995 and we have made grant awards

totalling over £100m. Our annual grant making has grown to circa £9m (pre-COVID).

Our grant awards are typically made to small charities and community groups who understand issues at a local level, but whose existence is generally below the public radar. The grant awards can address a range of community-related issues such as child poverty, unemployment, isolation, homelessness, domestic abuse and violence

affecting young people.

LCF is one of 47 Community Foundations in the UK. Last year the UKCF network made £175M in grants, making it the fourth largest grant maker in the UK, and holds an endowment value of over £700M. During COVID, the network has been privileged to be the preferred delivery partner of the National Emergencies Trust which has deployed almost £100m.

Impact Strategy

How we think about impact for London's civil society and our funding partners



Role Description

Grant Programmes Manager

Reporting to:

Head of Grants and Impact

Job family:

Grants and Impact

Direct reports:

None

Contract:

Full time (35 hours per week)

Part time hours considered
(minimum of 3 days/week)

Permanent

Brixton, London (flexible
working available).

Start date: from September 2022

Salary

£36,000 to £40,000 per annum,
dependent upon experience

LCF is proud to be affiliated to and support:



Registered with



FUNDRAISING
REGULATOR

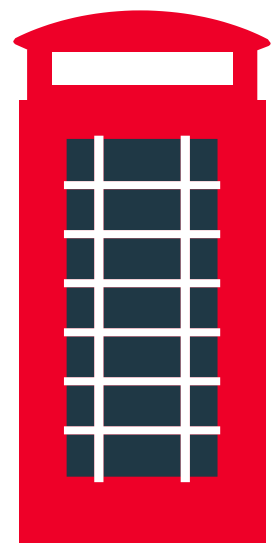


UK COMMUNITY
FOUNDATIONS

MEMBER

Role Purpose:

- Manage a portfolio of grant making programmes
- Ensure grant programmes are compliant and in accordance with LCF grant making policy and Standard Operating Procedures
- Contribute to LCF's understanding of impact and design of programmes to support London's communities
- Work with the Development Team to support donor engagement and to create compelling evidence and ways for donors to give to London.
- Promote the value of LCF as a Community Foundation



Key Duties and Responsibilities

Job description:

Grant Making:

- Manage all aspects of grant making programmes (including design, fund set up, shortlisting, assessments, decision making processes, portfolio management, monitoring, donor reporting)
- Independently managing funds, ensuring high quality delivery of grant making, according to contractual and donor requirements and in line with LCF's operating model
- Manage high value, complex funds, with support from the Head of Grants and Impact
- Working closely with Development Team colleagues to provide proactive donor relationship management
- Ensure all relevant data is accurately collected and analysed to be able to fulfil our monitoring and reporting requirements
- Managing sub-contractors and/or contracts with external suppliers as needed

Promoting LCF's Impact as a Community Foundation:

- Contribute to programme design, advising and influencing donors' grant making approaches
- Writing donor reports, including data analysis and demonstrating impact
- Ensure that work is proportionate and within LCF's unique operating model as a

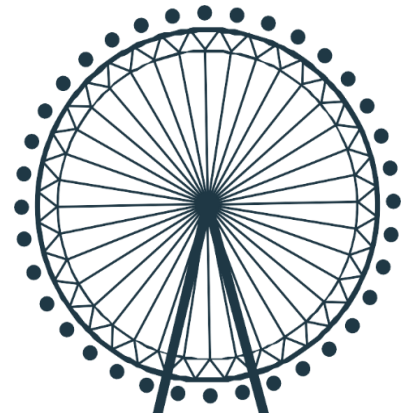
Community Foundation

General Duties:

- Champion and advocate for LCF's vision, mission, values and approach internally and externally
- Embedding learning and feeding into continuous improvement and development of LCF's grant making
- Mentoring and support to colleagues
- Responsible and accountable for workload management, using Salesforce dashboards and other tools
- Identifying and raising issues/risks to Head of Grants and Impact with solutions
- Any other tasks which are commensurate with the role which may be required. This likely to include occasional work or events in the evening / out of regular working hours



Skills, Experience & Knowledge



Essential:

- Substantial experience managing and assessing core and project grants
- Experience of independently managing end-to-end grant programmes
- Experience of assessing higher value grants (ideally c£100,000) and multi-year funding programmes
- Thorough understanding of key elements of assessment of eligibility and risk – financial, governance, safeguarding, organisational capacity to deliver and impact
- Experience of managing partnerships and stakeholders, with excellent relationship management skills and commitment to good service
- Experience of writing reports for key stakeholders; with the ability to analyse and summarise complex information
- Confident communication and presentation skills, both verbal and written and the ability to adapt to different audiences
- Proficiency with IT, including customer relationship management (CRM) systems
- Excellent time management, organisational skills and an ability to manage different projects concurrently

- Strong interpersonal skills and ability to work well as part of a team
- Commitment to LCF's vision, mission, values, behaviours and operating principles

Desirable

- Experience of assessing and leading on capital funding programmes
- Experience of working with donors, including statutory donors, to deliver grant making programmes
- Strong understanding of different organisational legal structures
- Subcontracting / contract management experience
- Experience of supporting and/or mentoring team members in their role
- A working knowledge of social impact, including Theories of Change, developing and reporting metrics
- Strong analytical skills with the ability to interpret and report on data
- Understanding of social issues, civil society and need in London

How to apply

To apply to become The London Community Foundation's Grant Programmes Manager, please submit your CV and cover letter to jointheteam@londoncf.org.uk by Tuesday 14 June 2022 at 23:59. Please clearly outline your experience and how you meet the requirements of the role by addressing each point in the Person Specification within your cover letter.

Please let us know if you will require any special provision because of any disability, should you be called for interview.

At LCF, we are committed to ensuring that how we are governed, our team and our partnerships all reflect the true diversity of London. We need to challenge ourselves and be challenged. We will fall short at times, but we will continue to learn and to support proactive long-term change for grassroots organisations and the communities they serve.

LCF is committed to increasing accessibility for people from diverse backgrounds to join its team. We seek to collect equalities data at the first stage of application so we can analyse and challenge where and how we recruit. We encourage candidates to complete our [diversity monitoring form](#) for this reason. Equalities data is collected and stored separately to applications to adhere to data regulations. We aim to appoint the most suitable candidate at all times, and welcome applications from people from all different backgrounds.

Recruitment Timetable

- **Deadline for applications:** 23:59 on Tues 14 June 2022
- **First Interview:** Thurs 23 June 2022
- **Second Interview:** w/c 27 June 2022

Staff from a Black, Asian and minority ethnic (BAME) background are currently under-represented within the Grants and Impact Team, therefore we actively encourage, and will commit to interview, all applicants from a BAME background who meet the minimum essential person specification. We invite any candidates who identify themselves as from a BAME background to state this as part of their cover letter, alongside addressing each point in the person specification.

First interview: This interview will focus on skills and experience for the role. In line with our commitment to supporting candidates, you will receive the questions 24 hours before the interview along with details of joining an interview on 23 June 2022.

Second Interview: Candidates who score the highest in the skills and competencies of the role will be invited back for a second interview w/c 27 June 2022. The second interview will focus on values and culture at LCF. We are planning for both interviews to be held in person at our offices in Brixton.

Queries

If you have queries on any aspect of the appointment process, need additional information or would like to have an informal discussion about the role, please contact Sarah Easby, Head of Grants and Impact via email: jointheteam@londoncf.org.uk