

Programme Assistant

Recruitment Pack

April 2019

Deadline: 1pm on 23rd April 2019

londoncf.org.uk

About Us

**The London
Community
Foundation**

We're passionate about London, its people, its communities and its vitality. But we also know it's a place that can exclude and marginalise. We want to improve the lives of the most disadvantaged, and build a stronger and more vibrant London for everyone.

We believe grassroots organisations hold the key. Charities, social enterprises and groups that spring from the communities they're trying to help often have a deep understanding of the gaps that need filling. Many are set up or run by people who have specialist knowledge from years of living within those communities. They know what works and what doesn't, how to gain trust, meet people's needs and build lasting relationships.

But while there's a lot to gain from grassroots beginnings, community groups can struggle to keep going. Often surviving on the passion of dedicated volunteers, it can be hard to find the time, resources and support they need to grow opportunities. We're here to harness ideas and talents in the community to tackle deep-rooted problems that can't be solved elsewhere.

We do this by advising and directing philanthropists, companies, trusts and public bodies to target investment towards projects that are changing Londoners lives. And we help the people who run them find the funding they need. We spot bright ideas that make a big impact, so we can confidently invest in work that's truly effective.

We also help small, grassroots organisations grow. We strengthen and nurture these groups, as well as supporting them with crucial funding. Whether it's advising on sustainability or streamlining the way they work, we believe in sharing our knowledge to help people improve projects so they make an even greater impact.

You can find our more information about what we do, how we do it, and our team on our website, londoncf.org.uk.

londoncf.org.uk

Job specification

The London Community Foundation is seeking a new member to join its team. We're looking for somebody who is confident, has an eye for detail, and good IT skills, to join us as a Programmes Assistant on a short, fixed-term contract. This role is an excellent opportunity for somebody who wants to work in a friendly environment, supporting the team to give grants to charities across London. It would be ideal for someone who is looking to take their first steps in the charity sector, expand their knowledge about grant-making, or come back to work after a break.

For full details of the vacancy, read on through this pack, and if you have any questions, please email jointheteam@londoncf.org.uk and we'll do our best to get back to you promptly.

Role Name:	Programme Assistant
Reports to:	Senior Programme Manager
Role Purpose:	To provide administrative support to the Programmes and Grants Team, and ensure smooth running and efficiency of all grant making related processes.
Contract:	Fixed-term contract: Full time (35 hours per week, 9-5 Monday to Friday) for 5 months, OR Part time (28 hours per week over 4 days) for 28 weeks with the potential to extend.
Salary:	£19,500 per annum applied pro rata
Other key benefits:	Defined contribution pension, with employer contributions doubling the employee's up to 10%; 25 days annual leave (plus bank holidays) – pro-rata in case of part-time or fixed term; season ticket loans; childcare vouchers
Application Deadline:	1pm on 23rd April 2019 (we reserve the right to close vacancies early, depending on level of interest)
Planned interview date(s):	Expected to be 8th May

Key Deliverables

- To provide administrative support to all members of the Programmes Team
- To manage the filing and archiving of all programmes-related files
- To work to deadlines across multiple programmes
- To update our CRM system when needed
- To deal with client enquiries via phone, email or post, as appropriate
- To merge and collate information coming from different systems used by LCF
- To edit, collate and proofread documents and reports
- Any other tasks which are commensurate with the role which may be required from time to time.

About You

You will be a positive, enthusiastic person with a keen eye for detail and a commitment to LCF's values. You will be able to work in a busy environment, juggling a variety of tasks and expectations.

It's important that you are organised, with an ability to manage several tasks to strict deadlines. You'll be comfortable with following our processes meticulously, but also speaking up and making suggestions when you can see that we could improve. The role is heavy on administrative tasks, but you will also have the opportunity to interact with some of our donors and groups we support, so we're looking for someone with good communication skills, and an ability to look for information even when they don't immediately know the answer.

Finally, you will be someone who thrives in a supportive environment that encourages you to take on new challenges, learn and improve.

We are open to candidates who look for a part-time position (preferably working 9-5 either Monday to Thursday or Tuesday to Friday, but other options can be discussed as well), but if you are available full-time, that is also possible.

Person Specification

- Good communication skills, both verbally and in writing
- Good attention to detail and accuracy in written and numeracy tasks
- Sound planning and organisational skills, with an ability to work to multiple deadlines
- Proficiency with IT: Microsoft Office packages (especially Word, Excel and Outlook) are a must; knowledge of databases and CRM systems such as Salesforce an advantage
- Ability to receive and carry out instructions accurately, and understand when it is appropriate to seek help from others
- Can-do attitude and open-minded approach to ways of working
- Enthusiasm and ability to work well as a part of a team

How to Apply

We're committed to a fair recruitment process that ensures we hire the best talent regardless of a candidate's personal background. This aligns with our values, but we also believe that by removing the barriers put up by more traditional recruitment methods, we'll recruit and retain the best talent.

We have therefore partnered with Applied, a recruitment platform that helps us to remove elements of bias from the selection process. To apply for the role, please click the link: [here](#).

Privacy

Note that by completing this application, you will be providing personal information to LCF and to its partner Applied. We only collect data necessary to process and assess your application and will not share it with other third parties unless it is with your permission (for example, in gathering references). Applied will ask you to provide a set sensitive data which will not in any way be used as part of the assessment process, but rather this is used by Applied to help us ensure we're attracting a diverse talent pool. It will only ever be shared with us in an aggregated, anonymous way. You can read [our privacy policy on our website](#), and [Applied's policy on their website](#).

Selection process

Applications will be reviewed against the criteria set out in this recruitment pack, with the candidates with the best applications invited to interview. The planned interview date is set out at the start of this pack.

The interview will contain a mixture of values and competency-based questions designed to test both your ability to fulfil the role, and your commitment to the aims and values of the London Community Foundation. If there are any additional requirements for the interview, you will be notified at the point at which you're invited to attend. For some roles, there may be additional interview stages, and we'll let you know if that's the case.

Unfortunately, we will be unable to provide feedback on applications from unsuccessful candidates, but we will try to provide at least general feedback to candidates who are shortlisted for interview. We reserve the right to close the vacancy early depending on the volume of applications, so please apply as soon as possible.

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