



SUFFOLK
Community
Foundation

SUPPORTING LOCAL LIVES

Sizewell C Community Fund Grants Officer

Recruitment pack



About us

Established in 2005, Suffolk Community Foundation (SCF) is a registered charity and part of a national network of 47 Community Foundations across the UK. We are the largest independent grant maker to the voluntary sector in Suffolk, working closely with partners to increase understanding of need and raise funds to support local charities and community groups.

We seek to support local lives in a compassionate, respectful and sustainable way. We act as a philanthropic hub to channel funds directly to local charities, with a particular focus on those with limited fundraising capability.

We work across Suffolk, raising awareness of the challenges for communities, typically in relation to poverty, health and wellbeing, the environment, the impact of climate change, and inequality. We promote and publicise the community work of local charities and groups to our partners, donors and potential donors, made possible through funding from Suffolk Community Foundation.

We raise funds by building trusted relationships with a wide range of donors. They include private philanthropic individuals; "giving circles"; national and local grant making bodies. Our flagship Surviving Winter Appeal raises much needed funds to help people struggling to pay their fuel bills. We use research and evaluation to highlight needs of communities and show the impact of charitable activities in meeting these needs.

We strive to be a high performing organisation focused on supporting the health and wellbeing of our team. We are committed to digitalisation, sustainability and minimising our impact on climate change.

Reporting to the Sizewell C Community Fund Project Manager, the Sizewell C Community Fund Grants Officer will be part of a small team dedicated to specifically leading on distributing the fund across East Suffolk.



About the Sizewell C Community Fund

Suffolk Community Foundation will be administering the £23m Sizewell C Community Fund over the next 10 years. This is a considerable fund which will be directed into East Suffolk, with a particular focus on communities impacted by the Sizewell C development within the administrative boundary of East Suffolk Council.

The Fund will be used to boost environmental, social and economic wellbeing and The Foundation will use its expertise to make sure that this funding brings the greatest benefits to our most impacted communities. This will include awarding grants to initiatives which are designed to minimise the impact of the construction work.

This is an important opportunity for Suffolk Community Foundation and for local people. It comes at a time when rising demand and reductions in central funding are placing charities and community groups under ever increasing pressure, and therefore has the potential to be transformational for communities across the region, enabling a real and lasting difference. The Sizewell C Community Fund Grants Officer will be pivotal to the success of this fund.



What we are looking for

- Someone who can nurture great ideas and work with a range of organisations to bring an idea to life, experience of working with the Voluntary, Charity, Faith and Social Enterprise (VCFSE) sector would be advantageous.
 - A good communicator, someone who is supportive and takes the time to actively listen to what communities need.
 - Someone who is inspiring who can encourage community organisations to apply for the fund, no idea is too big or too small.
 - Someone with a passion for making a difference for East Suffolk's diversity and its communities
 - A great colleague and member of a small team who is prepared to travel across the county at times and work occasionally in the evening or at weekends, representing the Foundation.
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Key Duties

- Build relationships with organisations in the local Voluntary, Community, Faith and Social Enterprise (VCFSE) sector in East Suffolk to connect them into the opportunities of the Sizewell C Community Fund.
 - Work with organisations to help strengthen their applications and understanding of applying for the Sizewell C Community Fund and connect them into other relevant funds where applicable.
 - Offer and provide support and guidance on grant making policies and procedures to applicant organisations.
 - Provide community outreach support to grant applicants, including organising and participating in one-to-one meetings, site visits, seminars and workshops.
 - Process grant applications, determining their eligibility against guidelines, carrying out due diligence checks and evaluating suitability for the fund.
 - Prepare comprehensive grant assessment panel documents and collaborate closely with the funding panel to ensure they are well informed in local challenges, equipped with essential information for making funding decisions, and guided in understanding our Grant making Policy.
- Follow robust financial control procedures in the payment of grants awarded.
 - Maintain the grants management database ensuring that it is up to date and that effective data management is in line with current legislation.
 - Attend events, meetings and presentations, some of which may fall outside of regular office hours, as required.
 - Accept other responsibilities and activities that may present themselves, subject to additional duties and responsibilities falling within the experience and remit of the post.
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Person Specification

Skills and Experience

Essential:

- Excellent ability to build relationships with the VCFSE Sector. Someone who can set expectations, communicate, be responsive and meet deadlines.
- A good level of numeracy skills and comfortable interpreting financial accounts.
- An ability to assess and interpret information and communicate clearly through excellent written and verbal skills, writing concise grant assessments.
- An ability to structure and manage their own workload and respond to tight deadlines.
- An ability to understand and follow policy and procedure.
- Excellent IT literacy, including use of databases, Word and Excel.
- Energetic, positive and enthusiastic, a good team player.
- Work as an effective ambassador for the Foundation with charitable groups, donors, trustees, fund panels, local authorities and other organisations.
- A good understanding of and unequivocal commitment to equality, diversity and inclusion.

Desirable:

- Ability to work as part of a small team demonstrating flexibility and co-operation.
 - Knowledge or experience of grantmaking and analysing grant applications.
 - Knowledge of charity governance and experience of carrying out due diligence checks and presenting findings.
 - Experience of working in a charitable organisation, or VCFSE support role.
 - Knowledge of social issues in East Suffolk through lived experience or other means would be beneficial.
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What we can offer

- The opportunity to make a significant contribution to the lives of people in East Suffolk and gain a deep understanding of the needs in our county.
- The opportunity to gain in-depth knowledge of East Suffolk and really get to know this part of the county with its many charitable organisations and the range of communities they support.
- Our additional benefits include 30 days annual leave, plus bank holidays, 5% employer pension contribution, an employee assistance programme with Westfield Health, free onsite parking when in the office.
- After a period of office-based familiarisation, we support a mix of home based and office working, where appropriate in addition to travel across the East of the county when required.

Job Title	Sizewell C Community Fund Grants Officer
Reports To	Sizewell C Community Fund Project Manager
Salary	£28,000
Contract	Permanent
Working Hours	35 per week (full time) but would consider fewer hours on a pro rata basis - minimum 30 per week
Location	Office based in Wherstead, Ipswich plus travel around the east Suffolk area



How to apply

To apply to become Sizewell C Community Fund Grants Officer please submit your CV and a covering letter to **jointheteam@suffolkcf.org.uk** by **9am, Monday 18th November 2024**.

Interviews will be held at our Wherstead office the week commencing 25th November.

We are dedicated to providing equal opportunities and strongly encourage all applicants to apply regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

We are committed to ensuring inclusivity for all and strive to support applicants who may require adjustments to allow them to partake in our recruitment process. Should you require any adjustments, please let us know.

Successful applicants will be required to evidence their eligibility to work in the UK.

Finally, we are committed to protecting your data and privacy. Please visit our Job Applicant Privacy Notice for full details on how we process your personal data.



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Thank you for
your time

suffolkcf.org.uk