



SUFFOLK
Community
Foundation



Job Description

Sizewell C Community Fund Grants Officer

Recruitment Pack 2025

suffolkcf.org.uk



About Suffolk Community Foundation

Suffolk Community Foundation was founded in 2005 to respond to local needs and has since become the largest independent grant-maker in the county. In 2024/25, through the support of our donors and partners, we awarded £3.8 million in grants to charities and voluntary organisations across Suffolk.

We have a deep understanding of the local issues in the county and can ensure giving is directed where it is needed most. We recognise the challenges facing the voluntary sector and advocate for them, acting as an ambassador and convener linking charities to appropriate funders and partners. We offer a regulated and tax-efficient way of giving locally, ensuring that donations reach organisations and causes that are most important to the donor.

We work closely with charities and community groups to help them access funding that makes a real difference in people's lives. Our grants support a wide range of initiatives—from foodbanks and homelessness services to youth programmes and organisations addressing mental health, inequality, and social isolation.

Suffolk benefits from a generous network of individuals, families, businesses, professional advisors, and charitable trusts who are passionate about making a positive impact in areas like health, wellbeing, social justice, and inclusion. With our local insight and experience, we ensure that their support is delivered safely, efficiently, and in full compliance.



About the Sizewell C Community Fund

Suffolk Community Foundation administers the £23m Sizewell C Community Fund for the 10-year construction period. This is a considerable fund which is being directed into East Suffolk, with a particular focus on communities most 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 and offset 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.

www.sizewellcfund.org.uk



Sizewell C Community Fund Grants Officer:

- 21-28 hours / week
- Office and East Suffolk field based working
- Reporting to the Sizewell C Community Fund Project Manager

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 to 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.



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 and 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.

Closing date for applications: 9am, Monday 22nd September.

Interviews will be held at our Wherstead office, week commencing Monday 13th October.



Job Title: Sizewell C Community Fund Grants Officer

Reports to: Sizewell C Community Fund Project Manager

Salary: £29,000 – £33,000 pro rata depending on experience

Contract: Permanent

Working Hours: Part-time, 21-28 hours per week

Location: Office based in Wherstead, Ipswich plus travel around the East Suffolk area

The Role of the Sizewell C Community Fund Grants Officer

Reporting into the Sizewell C Community Fund Project Manager, the Sizewell C Community Fund Grants Officer will work as part of the Foundation's grants team which ensures the effective and efficient delivery of the Foundation's grant-making through established funding programmes.

You will work specifically to oversee the management of grants within the overall programme. You will be the primary contact to advise, and support applicant organisations, support the distribution of the Fund to voluntary and community organisations across East Suffolk and monitor the use and impact of the grant awards.

You will proactively work in the heart of local communities, understanding what provision and resources are available, building relationships and exploring potential new ideas for grant funding opportunities, including project delivery and capital projects.

You will deal with fund enquiries, undertake application assessments and due diligence checks ensuring that supporting documentation is provided and compliant, and prepare panel papers.

You will also contribute to capturing the impact of the Sizewell C Community Fund, visiting funded projects to monitor progress of their projects, supporting where necessary and capturing feedback.

This is an important role within our team, ensuring that Sizewell C Community Funding reaches East Suffolk communities and organisations supporting those most impacted by Sizewell C.



Key Duties:

- Build relationships with organisations and communities 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 and organisations 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, determine their eligibility against guidelines, carry out due diligence checks and evaluate suitability for the fund.
- Prepare comprehensive grant assessment panel documents and collaborate closely with the Award Panel to ensure they are well informed in local challenges, equipped with essential information for making funding decisions, and guided in understanding our Grantmaking 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.



Person Specification – Skills and experience

Essential:

- Excellent ability to build and manage relationships with key stakeholders including communities, VCFSE and public sector organisations and Sizewell C.
- Strong communication skills at all levels, both in person and online, with the ability to set and manage expectations and present to a range of audiences.
- Good level of numeracy skills and comfortable interpreting financial accounts and budgets.
- Ability to analyse and interpret information and communicate clearly through excellent written and verbal skills, writing concise grant assessments.
- Ability to structure and manage their own workload and respond to tight deadlines.
- Ability to understand and follow policy and procedure.
- Excellent IT literacy, including use of CRM databases and MS Office.
- Energetic, positive and enthusiastic, a good team player.
- A good understanding of and unequivocal commitment to safeguarding and equality, diversity and inclusion (EDI).
- Ability to work as part of a small team demonstrating flexibility and co-operation as well as ability to work independently.
- Work as an effective ambassador for the Foundation with charitable groups, donors, trustees, fund panels, local authorities and other organisations.



Person Specification – Skills and experience

Desirable:

- 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 small charitable organisation, or VCFSE support role.
- Knowledge of social issues in East Suffolk through lived experience or other means.
- Experience of supporting a grant awarding panel.
- Experience of working as a community connector or similar role.
- Working knowledge of community development.
- Experience in a communications/media role.
- Knowledge of Sizewell C Construction.



Personal Qualities and Attributes

You will possess the following competencies and behaviours:

- A commitment to continuous improvement
- Energy and optimism
- Discretion, diplomacy and tact
- Integrity and trustworthiness
- Creativity and resourcefulness
- Commitment to our values:

Passionate	We are ambitious for our county. We pride ourselves on our expertise, insights and making a difference.
Approachable	We use understanding and empathy to inform our fair and transparent decision making. We strive to be responsive and accessible.
Collaborative	We work in partnership and believe that through collaboration, collectively we can have a greater impact.
Trustworthy	We are experienced and knowledgeable, acting with integrity and professionalism.



SUFFOLK
Community
Foundation

SUPPORTING LOCAL LIVES

We are dedicated to providing equal opportunities and 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:

www.suffolkcf.org.uk/join-our-team

suffolkcf.org.uk