



**Dorset
Community
Foundation**

Grants Officer

Job Information Pack



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Introduction

Dear Applicant,

Thank you for your interest in the Grants Officer role at Dorset Community Foundation.

We are excited to be recruiting for this position as we continue to grow and expand our impact across Dorset. The Grants Officer will play a vital role within our team, helping to deliver high-quality grant programmes that support local charities, community groups and individuals facing disadvantage.

This is a rewarding opportunity to be involved in the full grant-making process, from application assessment and due diligence through to monitoring and reporting. You will work closely with colleagues, applicants and partners, ensuring that our funding is distributed effectively and makes a meaningful difference within our communities.

As Grants Manager, we are looking for someone who is organised, motivated and passionate about supporting others. If you are seeking a role where your work can have a direct and positive impact on people's lives, we would be delighted to hear from you.

I look forward to receiving your application and wish you every success throughout the recruitment process.

Ellie Maguire, Grants Manager



As Chair of Dorset Community Foundation, I am delighted that you are considering joining our team as a Grants Officer.

At Dorset Community Foundation, we are passionate about improving the lives of local people and strengthening communities across Dorset through effective and impactful grant-making. This is an exciting opportunity to play a key role in supporting applicants, partners and donors, helping us to ensure that funding reaches those who need it most.

We are looking for someone who shares our values, is committed to making a difference and is exciting to contribute to our growing organisation. On behalf of the Board of Trustees, I wish you every success with your application and thank you for your interest in Dorset Community Foundation.

Tom Flood, Chair of Trustees

About the Dorset Community Foundation

Dorset Community Foundation is a charity which was founded on 14 June 2000. It links private and public funders with small community projects across Dorset. It is an accredited member of UK Community Foundations, a national association which promotes and supports 47 Community Foundations across the country.

We work with individuals, companies and other organisations to assist in delivering their charitable aims and develop longer-term strategic giving programmes. This work enables us to distribute grant funding to Dorset based community groups and charities that provide services and support to people and communities within Bournemouth, Poole and across Dorset.

A small team of four full time and one part time members, we focus primarily on managing existing grant programmes, working closely with our fund holders and groups that need support as well as raising funds for future funding programmes.

Since 2000, the Foundation has grown from being a fledgling organisation to one that is firmly at the heart of community life in Dorset awarding millions of pounds during this time. Through its grant making and fundraising we have made a significant contribution to the lives of some of the county's most disadvantaged people.

The Coronavirus emergency created a huge demand for support from hundreds of charities and groups, both established and emerging. Within days of the lock-down starting we set up our Coronavirus Community Fund and corresponding appeal which attracted donations from local companies, generous local individuals, charitable trusts and national funders and as a result we were able to award £1.5m in 2020. We have never been more relevant, acting fast and responding when Dorset needs it most.



Purpose of the role

To support the delivery of the Foundation's grant-making programmes to charities, community groups and voluntary organisations across Dorset.

The postholder will manage designated grant programmes from application through to award, monitoring and closure, ensuring a fair, transparent and efficient experience for applicants and funded organisations. They will undertake grant assessment, due diligence, monitoring and reporting activities, while contributing to the Foundation's understanding of community needs and the impact of its funding.

The role supports the Grants Manager in delivering a portfolio of grant programmes and maintaining high standards of grant-making practice, governance and customer service.

Key Responsibilities

Grant Programme Management

- Manage the full grant-making cycle for designated grant programmes within delegated authority levels and agreed programme frameworks.
- Build and maintain application forms, monitoring forms and programme information within the Foundation's grant management systems.
- Support the promotion of grant programmes through the Foundation's website, communications and stakeholder networks.
- Provide guidance and support to prospective applicants on eligibility, application requirements and programme priorities.
- Review applications against published criteria, programme objectives and local knowledge and insights.
- Undertake due diligence checks on applicant organisations, including governance, financial and safeguarding reviews where appropriate.
- Prepare assessment summaries and funding recommendations for review by the Grants Manager and relevant grant panels.
- Support the administration of grant panels, including recruitment and coordination of panel members where required.
- Communicate funding decisions and feedback to applicants in a timely and professional manner.
- Manage grant offer processes and ensure grant conditions are accepted and fulfilled.
- Escalate complex applications, risks or concerns to the Grants Manager as appropriate.



Monitoring, Impact and Learning

- Oversee monitoring requirements for funded organisations and ensure reporting deadlines are met.
- Review monitoring reports and assess progress against agreed outcomes.
- Attend project visits, community events and meetings where appropriate to monitor delivery and gather impact information.
- Identify risks, concerns or non-compliance issues and escalate where appropriate.
- Support the collection of impact data, case studies, beneficiary stories and learning.
- Identify emerging themes and community needs arising from grant activity and contribute to organisational learning.
- Produce programme reports and performance information for internal and external stakeholders.

Applicant Support and Community Engagement

- Act as the primary contact for applicants and funded organisations within designated grant programmes.
- Build positive relationships with charities, voluntary organisations and community groups across Dorset.
- Support outreach activities to increase awareness of funding opportunities, particularly amongst underrepresented communities and groups.
- Ensure applicants and funded organisations receive a high standard of customer service throughout the grant-making process.
- Represent the Foundation at community events, meetings and networking opportunities as required.

Systems, Compliance and Administration

- Maintain accurate records using Salesforce, FormAssembly and other grant management systems.
- Ensure grant-making activities comply with Foundation policies, donor requirements and relevant legislation.
- Support audit, governance, data protection and reporting requirements.
- Assist with the preparation of papers, reports and information for grant panels and committees.
- Contribute to the continuous improvement of grant-making systems, processes and applicant experience.
- Support other grant-making and organisational activities as required.

The post holder may also be asked to support and undertake other related duties not listed in this Role Description from time to time according to the needs of the business.

Key Performance Indicators

KPI	Measure of success
Grant processing	Applications assessed and progressed within agreed timescales
Monitoring compliance	Monitoring reports received and reviewed within programme deadlines
Data quality	Accurate and up-to-date records maintained within grant systems
Customer service	Positive applicant and grantee feedback
Due diligence	Checks completed before recommendations are presented
Panel administration	Papers and reports prepared accurately and on time
Compliance	Adherence to Foundation policies, donor requirements and data protection standards



Person Specification

Experience/knowledge required

- Experience of grant-making, grant assessment, funding administration or programme delivery within the voluntary, charitable or public sector.
- Experience reviewing applications or proposals against defined criteria.
- Experience undertaking due diligence, compliance or risk-based assessments.
- Strong analytical skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to manage multiple priorities and deadlines.
- Experience of maintaining accurate records and working with databases or CRM systems.
- Ability to build effective relationships with community organisations and external stakeholders.
- Commitment to fairness, transparency, equity, diversity and inclusion.
- Competent user of Microsoft Office applications.



Desirable

- Experience managing grant programmes from application to award.
- Familiarity with Salesforce, FormAssembly or similar grant management systems.
- Knowledge of Charity Commission guidance and charity governance.
- Understanding of monitoring, evaluation and impact reporting approaches.
- Knowledge of Dorset's voluntary, community and social enterprise sector.
- Experience undertaking community engagement, outreach or stakeholder engagement activities.
- Experience of project visits, monitoring activities or impact assessment.

Terms of Employment

Position:	Grants Officer
Salary:	£34,000-£36,000
Reporting to:	Grants Manager
Location:	Hybrid/ at least once a week from Head Office, The Spire, High Street, Poole, BH15 1DF with expectation of visible presence across Dorset.
Hours:	Full time/37.5hrs a week. Part time hours also considered for the right candidate
Annual leave:	28 days plus Bank Holidays
Pension:	Employee 5%, Employer 3%



How to Apply

Please provide a CV detailing your skills and experience and a supporting statement outlining how your experience matches the person specification and why you are the right person for the job. We recognise that some of your experience may be from unpaid roles as well as paid employment – please include any voluntary work if it helps to show why you are the right candidate for the job.

At PSR we do understand that Artificial Intelligence platforms can be a useful tool in assisting with research for an application, however we request that your supporting statement is not written using AI to ensure that your authentic voice and communication style is present. Any personal statements found to be AI generated will be discounted and a new version requested in order to progress an application.

Please email your supporting statement and CV, quoting **ref: 2668**, to info@pollysymondsonrecruitment.co.uk

Key dates:

- Closing date for applications: **7th August**
- Initial interviews with PSR online: **10th and 11th August**
- Shortlisted candidates will be invited to interview with DCF in person (Poole): **20th August**

We actively encourage applicants from diverse backgrounds especially from ethnically diverse, LGBTQ+ and disabled communities as well as those with lived experiences of tackling inequalities, as we believe diverse voices are instrumental in creating transformational change.

Dorset Community Foundation., in compliance with the Equality Act 2010, will seek to make reasonable adjustments to overcome barriers to employment caused by disability and/or neurodiversity, and encourages applications from these candidates. If you need any reasonable adjustments, please contact PSR on 01242 691683. We guarantee to offer an interview to those with a disability who meet the minimum criteria.

Successful appointment is subject to DBS checks appropriate to the post and references.