



Regional Grants Officer

Job Description and Person Specification

The Blaggrave Trust is an endowed Trust established in 1978 that has been supporting charities predominantly based in Wiltshire, Berkshire and Hampshire. Since 2013 the Trust has focused on disadvantaged children and young people, refining our strategy in order to maximize the difference we make. We want to ensure that all young people are able to lead healthy, happy and fulfilled lives, so we focus our efforts on initiatives that prevent them becoming NEET and supporting positive destinations after school; on supporting their emotional and social development with an emphasis on learning in the outdoors; and on ensuring they are equipped with the skills they need to succeed in life including healthy relationships with their peers and society.

The position of Regional Grants Officer is a new one. In order to have the most impact, we believe that we need to develop strong partnerships with the charities we support; be proactive in understanding the regional context and identifying the best organizations to work with; and bring time and expertise to our grant-making. This requires us to increase our current capacity and be more geographically present in the areas we support. We are looking for an enthusiastic and energized individual who shares our commitment to values of partnership, transparency and equal opportunities and is looking for an interesting challenge moving forwards. For more details on Blaggrave, please see our website www.blagravetrust.org

Key Tasks

In collaboration with the Director:

- To support the Director in the assessment of charities in the region, through thorough research and due diligence including in situ visits
- To maintain relationships during the life of a grant, including taking a particular responsibility for the monitoring of our grants, to support a positive collaboration as well as a clear analysis of the likelihood of providing further support after the life-time of a grant
- To network and maintain key relationships with other funders and stakeholders in the sector, to enable proactive development of collaboration/co-funding opportunities, joint research, and up to date understanding of the local context and opportunities.
- To support the learning, evaluation and capacity building initiatives of the Trust
- To input and support the Director with overall strategy

- To stay abreast of developments in the youth sector and regional analysis of context
- To travel to London occasionally to represent the Trust at Association of Charitable Foundations events such as the Children and Young People funders and the School Funders network,
- To represent the Trust regionally e.g. at the South East Funders Forum and other relevant meetings.
- To represent the Trust as appropriate at the many event invitations we receive from charities we support
- To attend Board meetings up to 3 x per annum as requested and appropriate
- To ensure that all the administration of the Trust is kept up to date, complying with our commitments under Charity Commission regulations.
- To support the Director on any other ad hoc initiatives

Essential skills

- Energy and vision to make a real and lasting difference through their contribution to Blagrove and passionate commitment to social change
- Good communication and representation skills – the ability to communicate empathetically and clearly with charities seeking funding, provide clear feedback to unsuccessful applicants and communicate the work of the Trust to other stakeholders
- Experience working in the voluntary and statutory sector and/or as a funder, ideally working in the children and young people’s sector and in one or more of the priority Blagrove areas.
- Ability to interpret financial information i.e. read accounts
- Good writing skills i.e. clear writing style and ability to summarize information into short proposals
- Analytical capacity – ability to reflect and maintain up to date analysis on context of social change work e.g. relevant policy initiatives; changes to funding and commissioning; thematic areas that Blagrove funds.
- Ability to think outside the box, see opportunities and use initiative
- Ability to be objective when looking at funding applications
- Attention to detail when assessing funding applications – both narrative and financial
- Flexible approach to work including excellent time management and self motivation
- The individual will need to be resourceful – happy to work independently but also as part of a team.

Terms, conditions and practicalities

This position will initially be offered as a part-time role – c. 3 days p week depending on the individual preference, availability and productivity.

The Blgrave Trust does not have an office outside London. We currently have office space located in Mayfair, courtesy of Rathbones, where the Director and the current Monitoring and Admin role sit. We would therefore expect the post-holder to be able to work from home i.e. they must have access to telephone, PC, Microsoft Word, Excel, and internet (support provided where needed). The Trust may consider at some point, sharing an office space in the region, but this will very much depend on the development of the position and the opportunities arising. Having your own transport would very much be preferable given the need to travel around the counties visiting partner organizations. Full travel expenses will of course be reimbursed.

The salary will range between £28,000-£35,000 pro rata subject to skills and experience.

To apply: Please send a CV and covering letter stating your interest in the position and highlighting relevant experience to Jo Wells, Director at jo.wells@blagravetrust.org. Should you wish to discuss the position before applying, then you are welcome to drop Jo a line requesting a telephone conversation.

Closing date: 21st December 2015, 5pm.

Shortlisted candidates will be notified by 8th January at which point a date will be set for interviews.