



Funding Programme Officer Information pack



Part-time: 21 hours per week

Salary: £30,000 pro rata

Deadline for applications: 10 February 2025



Funding Programme Officer

21 hours per week

Salary: £30,000 per annum pro rata

Location: York/hybrid

Friends Provident Foundation is a small, independent, endowed charity based in York with a big ambition to build a fair economy and better world. We strive to challenge the way the current economic system operates and provide funding to an ecosystem of organisations that believe in making the system more equitable, just and accountable.

We are seeking a Funding Programme Officer to join our small, friendly team.

As Funding Programme Officer, you will play an important role in the Foundation's work to support our partner organisations in building a better economy, primarily through grant giving.

We are looking for someone who has experience of working in the charity or community sector and is interested in applying their experiences to the world of funding. We need someone who is highly organised, a good communicator, good at making judgements and decisions, and who can handle conversations with the public with sensitivity and tact.

The post can be partly home-based, but we do require weekly (one day minimum) attendance at our office in central York. The role involves some occasional travel within the UK to attend Trustee meetings and other events.

If you share our values and ambitions and are interested in joining our team please visit our website to download the application pack:

<https://www.friendsprovidentfoundation.org>

We are committed to being an inclusive employer, where equity and social justice is one of our central domains in creating a fair economy. We welcome applicants from diverse backgrounds including age, disability, class, race, sexuality, and gender identity. If you have a disability and would like to request an application form in a different format, or discuss your application at any point, please contact enquiries@friendsprovidentfoundation.org.uk

We are a Living Wage employer.



Job Description

Job title: **Funding Programme Officer**
Hours: **21 hours per week**
Salary: **£30,000 per annum, pro rata**
Location: **York/Hybrid**
Reporting to: **Grants and Learning Manager**

Purpose:

Grant giving is a central part of the Foundation's work and is an important source of income for a number of organisations working to build a new economy. We have recently renewed our [funding strategy](#) and are experimenting with new ways of running our application processes to reduce the burden on our applicants. This will require greater staff resource, and we have created this role to help us deliver this. The role will also support some social investment work where required. The successful candidate will largely work with the Grants and Learning Manager (GLM) and the Head of Funding Strategy (HFS).

Funding Programme Officer:

- A. Helps to filter enquiries to the programme and advise potential applicants on eligibility. Applies analytical and critical thinking skills to quickly assess suitability.
- B. Supports the creation of stage one proposals, working in partnership with applicants.
- C. Conducts stage two assessments on individual proposals for grants and other funding proposals where required.
- D. Monitors and oversees grants and social investment processes including supporting programme advisory groups, keeping Salesforce records up to date, reporting cycles, data collection, analysis and open data updates.
- E. Supports the external communications of the Foundation.

Key Responsibilities

A. Filter Enquiries to the Programme

- To respond to informal approaches to the Foundation – emails and phone calls - and provide advice and guidance.

- To review initial 'say hello' approaches to the Foundation and assess whether the ideas outlined are a potential fit with the programme (with support from the HFS and GLM).
- Applies analytical and critical thinking skills to quickly assess suitability.
- To provide feedback where appropriate.
- To assign members of the team to conduct stage one write ups and ensure these are done with the correct timescale.

B. Support the creation of stage one proposals, working in partnership with applicants

- Interview long-listed applicants to get information required on their proposal (along with GLM and HFS).
- Fill in the stage one application template and ensure all information is present.
- Liaise with the applicant to get sign off for the stage one application.
- Work with the GLM and HFS to ensure that all application templates are completed in time for moderation.
- Ensures that Salesforce records are updated with feedback from moderation and Programme Advisory Group meetings.

C. Proposal assessment/proposal process

- To liaise with applicants, potential applicants, supported organisations and unsuccessful applicants in support of the Foundation's objectives.
- Works with the GLM and HFS to delegate assessment of applications across the team and to external assessors.
- To assess and make judgements on individual proposals to the Foundation in line with the Foundation's grant-making policies and procedures.
- To prepare clear, concise and timely assessment reports on individual proposals for consideration by Trustees.
- To present assessment decisions at Trustee meetings.

D. Monitors and oversees grants and social investment processes including supporting programme advisory groups, keeping Salesforce records up to date, reporting cycles, data collection, analysis and open data updates.

- Coordinate and monitor programme deadlines and check in points – including application deadlines, grants payments and spend profiles and the submission of annual and end of grant reports.

- Support advisory groups and application moderation meetings including coordinating the creation of agendas and papers; creating coherent write ups of collective feedback and recommendations from assessment discussions and crafting helpful feedback for applicants.
- Coordinate reporting and open data including creating reports and pulling out useful data from Salesforce; running regular reports on the DEI data standard and updating data for inclusion in the 360 data standard.
- Support Social Investments and intra-programme collaboration. Support the input of data into Salesforce, pull out data for reporting and in support of analytical work required by the learning strategy.
- Ensure all records are maintained to an auditable standard.
- To apply Foundation policies as determined by charity law, employment law, Data Protection, equality of opportunity, good grant-making practice and the Foundation's commitment to transparency and fair dealing.

E. Support External Communications

- To contribute to the population of the website, including content for programme pages.
- To spot opportunities for social media content and support the Communications Manager in highlighting the outputs from funded projects.
- To maintain contacts and relationships with other relevant grant-making bodies, professional associations and key bodies in the public and voluntary sectors.
- To represent, and be an effective ambassador for, the Foundation externally.

Person Specification

Experience

Essential:

- At least 2 years working in a charity or community role

Desirable:

- Experience of working with an organisation that has received or made grants previously

Skills

- Ability to make judgements based on written information and through conversations
- Comfortable with handling numbers and financial information
- Ability to write and compile information into clear reports
- Ability to handle conversations with customers/applicants with sensitivity and tact
- Excellent inter-personal skills, working with colleagues, applicants and grantholders
- Excellent organisational skills
- Ability to deliver work to deadlines
- IT and web literate, comfortable with a variety of online tools, comfortable with learning new software programmes with support

Personal attributes

- A focus on customer service
- Team working and ability to build good relationships
- Confident and tactful communicator
- Sympathy with the stated aims and ethos of the Foundation
- Ability to multi-task and be adaptable
- Ability to work independently and on own initiative
- Ability to work as part of a team
- Ability to travel within the UK, to cover Trustee meetings and other events
- Must be able to handle confidential information and relationships appropriately
- Willingness to and interest in learning and developing within the role

Terms and Conditions of Employment and benefits include:

- A permanent contract with Friends Provident Foundation.
- Flexible working and job sharing.
- Any offer made will be subject to the receipt of satisfactory references. The appointment will be confirmed, subject to a satisfactory six-month probationary period. It is a requirement of all staff to be familiar with the Foundation's policies.
- Generous pension scheme, with 13% employer contribution
- Life insurance cover
- [Climate Perks](#) scheme: paid journey days to choose low-carbon holiday travel
- Compassionate and carer's leave
- Enhanced maternity and parental leave
- Employee Assistance Programme.

Research tells us that applications (especially those from underrepresented groups) can be put off from applying for a role if they do not meet all the criteria or have been on an extended career break. If you think you would be a good match for this role and can demonstrate some transferable experience, please apply, regardless of whether you tick every box.

How to apply

Please submit your CV together with a statement outlining your suitability and reasons for interest in the role, **by 9am on Monday 10th February 2025** at enquiries@friendsprovidentfoundation.org.uk. Your statement should **be no more than A4 two pages**, and please do not include your name in this document or file name, to enable us with our anonymous shortlisting.

If you would like to arrange an informal discussion, please contact us at grants@friendsprovidentfoundation.org.uk.

We will acknowledge receipt of your application and send you a copy of our Diversity and Equality monitoring form for completion. Answers to this are anonymous and for monitoring purposes only. Shortlisting will be undertaken on an anonymised basis. Shortlisted applicants will be invited to attend an interview.

We are happy to reimburse shortlisted candidates for travel costs and childcare costs incurred as a result of attending an interview.

If we can support you in accessing or attending the interview, please get in touch with us at: enquiries@friendsprovidentfoundation.org.uk

We plan to hold interviews during on Wednesday **26th February** in York.

Privacy Notice

What we collect and why

When you apply to us for a staff role you will be providing personal data about yourself, through which you can be identified. We have written this notice to let you know how we will handle and protect your information.

Information which may be collected during a recruitment process, may include:

- Name
- Your work, education, and training history
- Contact information including email address, postal address, and phone number
- Contact information for your referees
- Any other personal information which you choose to give us relating to your application
- Notes made by the selection panel during shortlisting and the interview process

We require this information to review your application, undertake, and support the recruitment process, and communicate to you the decisions and outcomes of that process.

The Data Protection Bill (2018) sets out that we are required to have a lawful basis for processing your data. In this instance we are processing your data under 'legitimate interests' specifically to support our recruitment process and applicants, as outlined above.

We store this information on our office IT systems, including cloud-based directories and email system, and in paper-based files. We retain information for unsuccessful applicants for a period of 6 months following the completion of the recruitment process, to enable us to provide feedback, address any other queries, or disputes. After a period of 6 months we will delete your data.

For any concerns you have about our use of data, please contact:

enquiries@friendsprovidentfoundation.org.uk or on 01904 629675.

You can also contact the Data Protection Regulator, the Information Commissioner's Office (ICO): <https://ico.org.uk/global/contact-us/>