

Administrator

Deadline: 12pm on 11th August

Interviews 19th August 2020

About Bedfordshire & Luton Community Foundation

Bedfordshire and Luton Community Foundation (BLCF) is one of the leading local grantmakers in the county, distributing over £10million pounds locally since our inception and establishing a national reputation for an innovative, community-focussed and strategic approach.

Our aim is to be a catalyst for positive social change in the county by connecting people, ideas, resources and needs to make a lasting difference. We strongly believe that there should be opportunity for all and the lives of the most disadvantaged should be transformed through innovative, community-based solutions.

We are passionate about improving the lives of people in Bedfordshire and Luton and we are known for our ground-breaking initiatives, for our investment in supporting local charities and for our deep relationships with grassroots groups in our area. Our work has been recognised nationally for the impact we have made, but we remain firmly rooted in our communities.

Vision, Mission and Values

We want a Bedfordshire which is thriving, collaborative and inclusive – where there is opportunity for all and the lives of the most disadvantaged have been transformed through innovative, community-based solutions.

Our mission is to be a catalyst for positive social change in the county by connecting people, ideas, resources and needs to make a lasting difference in Bedfordshire.

What does this mean?

We have transformed our foundation into a critical local convener, funder and partner. We do not shy away from taking a community leadership role when needed and advocating for small, local charities and the challenges they face.

Our innovative collaborative style has been used as an example of best practice by the Open University – we do not ‘do’ to communities, we work in partnership ‘with’ communities as we recognise that they have the expertise to address the many challenges that we all face today.

Conditions of Employment

Job Title: Administrator

Hours: Full time or Part Time (minimum of 25hrs per week)

Office hours Monday to Friday 9am to 5 pm.

Contract Type: Permanent

Salary: £19,000 (pa based on Full time)

Pension: 5% contributory pension

Holidays: 25 days holiday per annum, in addition to public holidays (pro rata).

Location: Countywide throughout Bedfordshire. The post-holder will be based at the Foundation's offices in Luton (some homeworking may be considered).

Transport: Car mileage allowance for travel in connection with work

Probationary Period: 3 Months

Accountability: Reports to the Head of Grants & Programmes

ROLE OVERVIEW

This is an important role at our Foundation whereby we support hundreds of organisations applying for funding each year. For the right candidate they may also have an opportunity to be involved in a number of other key initiatives that BLCF may undertake. The main bulk of the work will be supporting the grants team and the Administrator will report to the Head of Grants & Programmes, as well as working closely with other colleagues based at the main office.

KEY RESPONSIBILITIES

The specific responsibilities of the Administrator include:

Grants Work

- Maintain the BLCF database (Salesforce – Digits) for all grant applications and funding programmes
- Deal with email and telephone enquiries from applicants and potential applicants
- Produce grants reports from the database as required
- To perform initial checks for eligibility of grant applicants across all grant programmes and take part in other elements of assessment as directed by the grants team
- Ensure relevant documentation has been received with applications and progress with applicants
- To collate and distribute documents for the grants panel meetings
- To provide post-panel meeting support including processing grant payments
- Ensure grants are monitored in line with agreed processes

Marketing and General Office Administration

- Work with the grants team to ensure that news stories, grant listings etc. are kept up to date on the relevant web pages
- To work with the MarComms officer to identify good PR opportunities
- Monitor and manage the generic email inboxes, including responding to correspondence.
- To assist with grant related mailings and events

- To assist with events management for key events throughout the year
- Assist in planning for meetings including preparing meeting rooms, issuing papers, and taking minutes
- Assist in the preparation and compilation of reports and statistics for various stakeholders including review committees, senior management, and the Board of Trustees
- Provide admin support to other BLCF staff as required
- To provide ad hoc office support as required

Financial Administration

Undertake financial administration duties as required, including:

- Using DIGITS to accurately record financial data
- Supporting the financial administration of grant payments

Other Duties and Responsibilities

- Be an ambassador for the work of the Foundation by demonstrating its values on the delivery of its work.
- Work closely with other members of the team to ensure that the Foundation achieves excellence in grant-making and all its operational aspects.
- Operate flexibly within a small team to ensure a focus on excellent service and working relations.
- Represent the Foundation externally as required.
- Carry out other associated duties, which may arise, develop, or be assigned, in line with the scale and general nature of the post.

Occasional travel may be necessary

PERSON SPECIFICATION

Knowledge, skills and experience required (to be demonstrated when applying and at interview):

- Experience of working in an office and/or charity environment
- Ability to process information accurately and write succinct reports.
- Ability to maintain confidential and sensitive information
- Good communication and presentation skills.
- A professional and confident manner.
- Conscientious, reliable and methodical.
- Ability to manage workload to tight deadlines.
- Experience of minute-taking
- Computer literate (office 365, word, excel etc) and a capable self-starter.
- Ability to cope well under pressure.
- Strong commitment to the values of the Community Foundation, including equal opportunities.
- Enthusiasm, flexibility and the ability to cope well under pressure.
- A good team player who is able to support colleagues.
- Willingness to undertake occasional evening/weekend duties and travel outside of the region.
- Clean current driving license.
- Access to a car, as travel will be required in this role.

Desirable

- Understanding of needs in the Bedfordshire County.

- Understanding of the voluntary sector.
- Familiarity with legal and financial requirements for charities, community groups and social enterprises.

HOW TO APPLY

The closing date for applications is **12pm on 11th August**. Interviews will be held on **19th August** with the successful candidate taking up their post as soon as possible. Please note: only shortlisted candidates will be contacted for interview, should applicants not hear from us, it means on this occasion that you have been unsuccessful.

To apply for this job, please complete an application form explaining why you think you would be ideal for the position, based on the key responsibilities and person specification detailed. The relevant forms can be accessed via our website: <https://www.blcf.org.uk/about-us/our-people.php>

Should you wish to have an informal chat about the role please contact Francesca Johnstone, Head of Grants & Programmes, via email in the first instance on Francesca.johnstone@blcf.org.uk