

## Job description – Programmes Advisor

**Reporting to:** Head of Programmes

**Based at:** Norfolk Community Foundation offices, Norwich

### Role of Programmes Advisor

The Programme Advisor works as part of a section of the Foundation's team which ensures the effective and efficient delivery of Community Foundation grant-making from established funding programmes.

The Programme Advisor provides primary contact, advice and support to applicant organisations, to help them connect to funding and support opportunities through NCF. This includes non-funding programmes (Funding Plus) such as training, pro bono business support (Norfolk ProHelp) and other practical assistance.

The Programme Advisor undertakes promotion of opportunities, application assessment, grant monitoring and reporting, and provides information to the fund holder to evidence the impact of their grant-making.

The Programme Advisor also contributes to work to capture and share the impact of the Foundation's work overall, and supports research, data analysis and the development of new initiatives alongside the wider Foundation team.

### Main tasks and responsibilities

#### Funding and support for VCSE

- To support senior Programmes and Philanthropy staff in managing the Foundation's programme funds and partner relationships, principally through grant-making. Building relationships with organisations in the local Voluntary, Community and Social Enterprise (VCSE) sector, and connecting them to funding and support programmes which best meet their needs and longer term aspirations
- Carrying out due diligence checks on applications received, evaluating suitability for available programmes and presenting recommendations to fund holders
- Ensuring robust financial control procedures are followed in the payment of grants awarded
- Ensuring effective reporting on the progress and outcomes of funded projects, managing any issues that may arise, and presenting grant-making impact to fund holders
- Raising awareness and profile of NCF opportunities, and developing communication networks with partner agencies and other VCSE sector organisations
- Provide outreach support to grant applicants, including organising and participating in one-to-one meetings, site visits, seminars and workshops
- Maintaining an accurate and up to date grants management database, and ensuring effective data management in line with current legislation
- Optimising online tools and other resources available to develop, improve and streamline operations; identify and apply relevant learning from the UK Community Foundations network and other sources
- Working with other members of the Foundation team to ensure a quality, consistent approach to programmes delivery, and to provide cover and support as necessary

### Driving everyday philanthropy

- Providing account management for a portfolio of NCF fund holders, ensuring smooth delivery of their grant-making; providing personalised support to ensure they are engaged with their giving and are meeting their philanthropic aspirations
- To contribute to work to capture and present the impact of NCF community investment to inspire philanthropy

### Inspire and innovate change

- To present NCF's extensive knowledge of local need, and charity good practice, to fund holders and the wider VCSE sector
- Keeping abreast of national social policy changes and issues affecting the local VCSE sector; presenting knowledge and insight to provide context for grant making recommendations
- Working across the staff team to contribute to wider work to secure new funding and opportunity

### Creating an effective organisation

- Demonstrate the Foundation's values, and contribute to the development and delivery of NCF's vision, mission and strategy as part of the Foundation team
- Support colleagues, including working as part of cross-disciplinary staff groups to tackle new challenges facing NCF as it continues to grow
- Commitment to a paperless environment including the scanning and electronic filing of documents as required to provide complete and effective record keeping in line with audit requirements
- Commitment to ensuring the NCF brand is utilised appropriately
- Ensuring a quality service, with a commitment to continuous learning and development

## **Person specification – Programmes Advisor**

### Knowledge and experience (Essential/Desirable)

- Experience of working in a small team **D**
- Experience of organising and managing meetings **D**
- Knowledge of charity governance and experience of carrying out due diligence checks and presenting findings **D**
- Experience of working in a charitable organisation, or VCSE support role **D**
- Knowledge of the VCSE sector in Norfolk **D**

### Skills

- Ability to structure and manage own workload, and respond to tight deadlines **E**
- Ability to assess and interpret complex data and communicate clearly through excellent written and verbal skills **E**
- Excellent interpersonal skills and able to establish good interpersonal relationships, rapport and credibility with a wide range of people **E**
- An ability to understand and follow policy and procedure **E**
- Excellent IT literacy, including use of databases, Word and Excel **E**
- Ability to produce engaging reports and presentations utilising desk top publishing and other IT tools **D**

### Qualifications

- Educated to 'A' level or equivalent **E**
- Educated to degree level or equivalent **D**

### Personal qualities

- Energetic, positive and enthusiastic, good team worker **E**
- Work as an effective ambassador for NCF with charitable groups, donors, trustees, fund holder panels, local authorities and other organisations **E**
- Ability to relate equally to grassroots community organisations as well as larger charities, corporate organisations, donors and influential people **E**

#### Other

- Access to own transport and/or ability to regularly travel independently within Norfolk as required **E**
- Ability to attend occasional national events for training and development as part of the UK Community Foundation network **E**
- Flexibility to undertake occasional out of hours work as required **E**
- The successful candidate may be required to undergo a DBS check **E**