

Patrons: HM Lord-Lieutenant of Dorset, Mr Angus Campbell
The Right Reverend Karen Gorham, Bishop of Sherborne
Capt Michael Fulford-Dobson CVO OBE KStJ JP DL RN



Raising funds for those most in need

Job Title: Grants and Operations Officer

Report To: Foundation Director

Location: Poole

Salary: £23,400

Hours: Full-time (35 hours a week)

Holidays: 28 days (plus bank holidays)

Closing date: 09.04.23

Expected interview date: 14.04.23/15.04.23

***Interviews may be brought forward upon review of submitted applications**

Summary

The role offers an exciting opportunity for the post holder to support the development of a growing charitable foundation in Dorset. The Grants and Operations Officer will support the Foundation Director, Grants Manager and trustees in the delivery of the Foundation's operational and grant making strategies.

Job Purpose

The role supports all functions of the organisation so that they can perform effectively and efficiently. This role has a specific focus of supporting the Grants department, through the management of DCF's grant programmes for individuals and the provision of general assistance to the Grants Manager. By providing a highly consistent level of support and project management as required, this role ensures the Foundation can continue to run smoothly and cohesively, whilst also maintaining the responsibility on delivering key projects and objectives.

Key Responsibilities:

Grants Programmes Support

- Project management, in liaison with Grants Manager, of specific grant-programmes for individuals and all associated tasks, including DCF Bursary Scheme.
- Respond to initial enquiries from grant applicants, providing guidance on the application process, assisting applicants to complete applications if required and referring applicants to other sources of advice or funding as appropriate.
- When appropriate, providing administrative support for grant-programmes for groups, including checking applications are complete and assisting with due diligence checks.
- General support to Grants Manager.

PR & Marketing Support

- General support and project management of specific initiatives regarding PR and Marketing.
- Assistance to the DCF Team in promoting various campaigns, news stories and updating of the website and associated tasks.

The Spire, High Street, Poole, Dorset, BH15 1DF

Telephone: 01202 670815 web: www.dorsetcommunityfoundation.org

Charitable Company Limited by Guarantee, Charity No. 1122113 Company No. 05768612

Patrons: HM Lord-Lieutenant of Dorset, Mr Angus Campbell
The Right Reverend Karen Gorham, Bishop of Sherborne
Capt Michael Fulford-Dobson CVO OBE KStJ JP DL RN

Volunteer Management

Responsibility for the sourcing and coordination of volunteers, their stewardship and engagement with DCF and their involvement in general operations initiatives.

Administration

(Subject to capacity and availability of other DCF staff)

Provide front of office support to the Foundation.

Provide cover support to the Board of Trustees and 2 committees (minutes of meetings, distribution of board papers etc).

General and Other Duties

Serve as a point of contact for key relationships, contacts and stakeholders.

Actively engage with all activities of the foundation to maintain a good knowledge of ongoing development and strategic work.

Participate in training and personal development events as required.

Carry out any other such ad-hoc duties which the Foundation Director may, from time to time, require.

Person Specification:

The jobholder should possess the following skills to meet the requirements of the role:

Essential:

- Self-starter and active team-member who is time efficient, productive and maintains a positive, can-do attitude.
- An experienced professional who is used to working on their own initiative.
- An experience of database management and use (ideally Salesforce).
- Good communication skills, both verbal and written.
- Fully computer literate and proficient in MS Office including Teams and other online applications.
- Flexible attitude to working hours- may occasionally be required to attend out of office hours events and meetings.
- Committed to the principles of equality, diversity and inclusion.
- The ability to work in a methodical style, ensuring good accuracy and completeness.

Desirable:

- Experience of working in the charity sector, or within the community.
- Experience working in community development, grant-making and/or with project bids/tenders/contracts.