



SUPPORTER



Recruitment Pack

Grants Development Officer

Closing Date: 30th September

Interview Date: 9th October

Who we are

At Bury VCFA we're proud to champion the vital role the VCSE sector makes to the people and communities of Bury.

Set up 5 years ago, Bury VCFA is here to develop the capacity of VCSE sector groups and organisations and connect people into the wealth of volunteering opportunities in the Borough.

We support the voice of the VCSE sector through our networks and strategic representation across a wealth of themes including health and social care, children and young people, community safety, skills and employment and the environment.

We promote the sector, championing its role strategically and acting as a catalyst for the sector's involvement in the design and delivery of local services.

We are looking to add to our committed team of staff to ensure we continue to deliver quality services that meet the changing needs of the VCSE sector in Bury.

For more information about our services, please visit www.buryvcfa.org.uk



How we work

Our vision is simple. All of our work is focused on

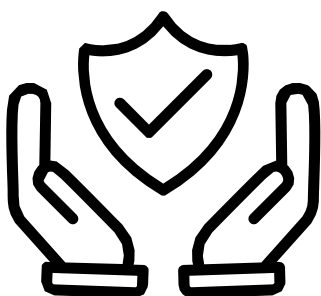
“Improving the lives of local people”

How we work both as an organisation and as individual staff members is captured in three key principles



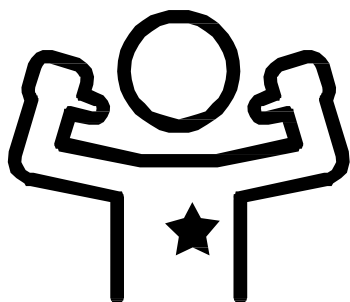
We're Collaborative

- We work together to create solutions
- We are open to new ideas and ways of working
- We are a movement - connecting groups and communities



We have Integrity

- We bring together a range of knowledge and expertise
- We are a trusted safe pair of hands, delivering a high quality service



We are Proud

- We are proud to be part of Bury and the communities we serve
- We are passionate about our communities, the sector and the people of Bury

What we do

Our work aligns with the four key functions of Local Infrastructure as identified by NAVCA (National Association for Voluntary and Community Action) for which we're proud to have received accreditation in April 2023.



We provide volunteering and organisational development support to the VCSE sector in Bury - helping to build its capacity to enhance the quality of life for individuals and local communities. We promote the sector, championing its role strategically and acting as a catalyst for the sector's involvement in the design and delivery of local services. [Our full strategic plan](#) can be found on our website.

PARTNERSHIPS AND COLLABORATIONS



Creating opportunities and driving effective joint working by building networks of local organisations and strategic partners.

LEADERSHIP AND ADVOCACY



Mobilising and encouraging community action, strengthening our sector's voice and influence on key decision-makers and funders.

CAPACITY BUILDING



Providing practical support and opportunities for people to develop skills in their local community, so that they can achieve their goals and aspirations.

VOLUNTEERING



Building an environment in which volunteers and their communities thrive, by encouraging and nurturing volunteering opportunities.

**At Bury VCFA we
offer a range of
benefits to ensure
you feel supported
and connected**



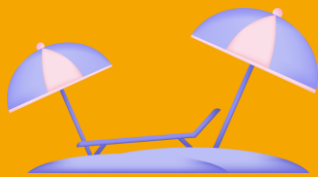
**35 hour full time
working week**



**Flexible working
policy**



**Real Living
Wage Employer**



**25 days annual leave
plus bank holidays
(pro rata)**



**Additional holidays
for continuous service**



**Training and
development
opportunities**



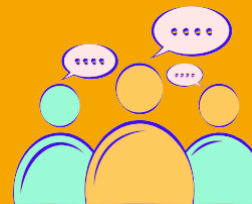
**IT resources to keep
you connected**



**Career progression
opportunities**



**5% employer
pension
contribution**



**Regular team
meetings and
networking**



**Access to our Hospital
Saturday Fund plan**

Grants Development Officer	
Salary	£25,750 - £26,500
Hours of Work	35 hours per week (Full Time)
Contract	Permanent
Benefits	5% Pension Contribution 22 Days annual leave + 3 concessionary days + bank holidays (pro-rata)
Location	Hybrid (Home / Office / Community)
Responsible to	Operations and Finance Manager
Special Conditions	Occasional evening or weekend work
Area of Work	Bury with occasional travel across Greater Manchester

Who we're looking for

We're looking for someone who is well organised with excellent attention to detail. However, you will also have a passion for supporting people and communities, as well as the drive to ensure funding goes to where it is most needed to make a difference in the lives of people in Bury.

You'll be comfortable managing multiple priorities, building relationships across sectors, and telling the powerful stories behind the numbers of grant programmes. Whether it's delivering a "meet the funder" session, advising a grassroots group on how to submit a bid, or reporting back to funders on impact and outcomes, you bring clarity, care, and a strong sense of purpose to everything you do.

If you believe in the power of community and want to make a tangible difference through effective grant-making, this could be the perfect role for you.

What you'll be doing

This exciting opportunity has arisen to join our team and lead the development and delivery of grant programmes for Bury VCFA-administered community grants. The postholder will ensure funding is effectively distributed, outcomes are measured, and funded organisations are supported to achieve the best possible impact in Bury's VCSE sector and the people of Bury.

The post-holder will work closely with the Capacity Building and Finance Teams. Full training will be provided to familiarise you with Bury VCFA systems.

Main Responsibilities

- Design and lead Bury VCFA's grant programmes and funding rounds from promotion to evaluation, including the co-design of application processes.
- Lead strategic promotion of funding opportunities and provide tailored support to applicants to strengthen applications and outcomes.
- Representing Bury VCFA at relevant meetings with key partners (including Commissioners and funded projects, etc.) as required.

- Maintain and refine administrative systems for managing grants, tracking distribution, compliance, and outcomes.
- Conduct eligibility checks, advise on applications, and prepare reports and briefings for grant panels.
- Develop a pool of community grant assessors, including recruitment, training/induction and allocation to panels.
- Coordinate and facilitate grants panel meetings, including assembling the panel, agenda setting, note-taking, and communicating decisions.
- Lead on-site visits and evaluation processes to assess progress, impact, including identifying and capacity-building needs for groups.
- Support VCSE groups in understanding impact measurement and storytelling for reports and case studies.
- Develop thematic reports that demonstrate the social value and community impact of funded projects.
- Maintain up-to-date records using Bury VCFA's CRM and data systems, ensuring compliance with data protection regulations.
- Act as key contact for grant enquiries received and ensure timely and effective responses.
- Act as a key contact for funders, ensuring effective relationships and timely reporting.

Person Specification

Skills
Excellent written and verbal communication skills with the ability to engage effectively with people from a range of backgrounds.
Able to assess and summarise complex information, including budgets, project plans and outcomes.
Ability to analyse quantitative and qualitative data to generate insights, write suitable reports and inform future funding decisions
Able to demonstrate excellent attention to detail and accuracy.
Confident in facilitating meetings and engaging with stakeholders at all levels.
Self-motivated and flexible; able to organise and manage competing priorities and workload. Adaptable to change whilst ensuring the successful delivery of agreed plans.
Able to coach and guide groups through application and evaluation processes.
Confidence using digital technology, including proficiency in office applications, CRM systems and other digital tools

Knowledge
Knowledge of the role of the VCSE sector in Bury.
An understanding of inclusive grant-making processes and an awareness of structural inequalities in funding
A good understanding of impact measurement and how groups and organisations can demonstrate the difference that they make.
An understanding of basic financial processes, including due diligence and budgeting

Knowledge of data protection and GDPR, and the use of relevant systems to ensure confidentiality.
Knowledge of the different types of organisations and governance structures in the VCSE sector (desirable)
Understanding of the funding landscape and different income streams available to VCSE organisations (desirable)

Experience

Experience of working (either paid or voluntary) in any of the following areas - grant administration, charitable fundraising, community development or a VCSE support role.
Experience working with small charities or community groups on funding applications or capacity building (either paid or voluntary)
Experience of involving community members/stakeholders in the design of services or activities
Experience in stakeholder engagement, partnership working, or funder relationships.
Experience in project management, including basic budget management.
Experience in producing reports or case studies for funders or other key stakeholders
Experience in facilitating and organising meetings and/or training

Behaviours

A commitment towards Bury VCFA's mission in supporting a vibrant Voluntary, Community & Faith sector in Bury.
Committed to collaborative working, including ensuring the voice of local communities and the VCSE sector shapes our grant-giving work.
Takes ownership for project outcomes and timelines, ensuring high-quality services to our communities and stakeholders.
Able to propose constructive solutions and ways forward when faced with challenges or issues
Able to network and positively represent the organisation
Able to work flexibly – including evenings and weekends.
A commitment to equality, inclusion, positively promoting diversity and challenging inequality.
A commitment to your own personal training and development as well as organisational learning.

Other Duties

To take responsibility for individual administration and attend team meetings and mandatory training.
To act as a secondary key holder for Bury VCFA, supporting access to the building during normal working hours.
To perform any other duties commensurate with these responsibilities, the needs of the organisation, the grade of the post and the skills and qualifications of the postholder.

This job description is intended as an outline of the general areas of activity and

responsibility for the post holder and may be amended considering the changing needs of Bury VCFA.

To apply for this position, please submit:

- Your CV (2 pages max)
- A supporting statement which describes how you meet each of the competencies in the person specification (2 pages max)
- Equality and Diversity Monitoring Form
- Please return to admin@buryvcfa.org.uk **by midnight 30th September 2025**. Interviews will be held on **9th October 2025**.
- Please note that previous applicants need not apply and will be reconsidered.
- Contact for informal discussion: Marie Wilson - marie.wilson@buryvcfa.org.uk

Key reading:

[Let's Do It! strategy - Bury Council](#)
[Bury VCFA Strategic Plan 23-26](#)