



Recruitment Pack

Grants Worker

Closing Date: 12pm Sunday 25th February 2024

Interview Date: Thursday 7th March 2024

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 five years ago, Bury VCFA is here to develop the capacity of VCSE sector groups and organisations and connect people to 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 sectors' 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 and 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 sectors' involvement in the design and delivery of local services.

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**



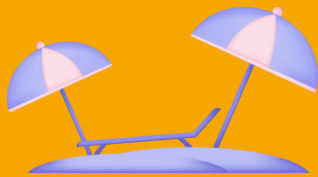
**35 hour full time
working week**



**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**



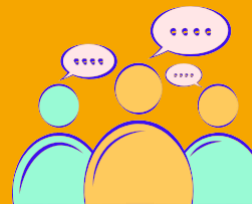
**IT resources to keep
you connected**



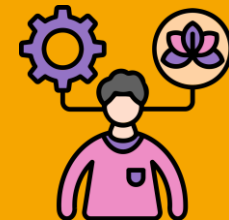
**Career progression
opportunities**



**5% employer
pension
contribution**



**Regular team
meetings and
networking**



**Monthly supervision to
share work practice**

Grants Worker	
Salary	£23,000 - £25,000 p/a (pro-rata)
Hours of Work	21 hours per week (part-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	Capacity Building Coordinator
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. You will be able to communicate effectively with people from a wide range of backgrounds, from small community groups to large charities and social enterprises. You will be a strong team player who can also work well on an individual basis. The post-holder will work closely with the Capacity Building and Admin and Finance Teams. Full training will be provided to familiarise you with Bury VCFA systems.

What you'll be doing

This exciting opportunity has arisen to join Bury VCFA to support our grants and financial administrative services. The post-holder will provide administrative support for: All aspects of the Bury VCFA grants process – including promotion of grants, eligibility checking of applications, preparation and support for grant panels, awarding of grants, monitoring progress and preparing reports.

Main Responsibilities

- Maintaining and enhancing grants administrative procedures.
- Supporting the creation and updating of grants guidance, application, monitoring and evaluation forms.
- Supporting the promotion of Bury VCFA grants programmes.
- Timely and efficient handling of grant enquiries received in person, by phone and by email.
- Ensuring timely distribution and return of grant application and monitoring documents.
- Collating and checking grant application forms for eligibility and completeness.
- Maintaining a schedule and database of grant applications including details of day-to-day communications, funding decisions, variations to agreements and monitoring information.
- Supporting grants panels by arranging and attending meetings, recording detailed panel decisions and taking accurate minutes.
- Communicating grant decisions and panel feedback to applicants.
- Visiting funded organisations to assess progress, determine support needs and refer to capacity building support where required.
- Identifying, obtaining and collating monitoring information including photos, quotes and other evidence which demonstrates strong outcomes and impact of funded projects which can be shared through our communications.

- Checking interim and end of project reports for accuracy and completeness.
- Using the Bury VCFA CRM system to create reports demonstrating the distribution of grants across the VCSE sector in Bury.
- Developing and maintaining effective filing and record-keeping systems.

Person Specification

Skills
Excellent written and verbal communication skills.
Able to demonstrate excellent attention to detail and accuracy.
Excellent customer care skills and able to engage effectively with people from a range of backgrounds.
Use initiative; organising and managing competing priorities and workload to agreed plans.
Able to work with groups to describe impact and the story of the difference their work makes to people and communities.
Able to create and proof-read documents, reports and spreadsheets.
Confidence using digital technology including office applications and video conferencing.

Knowledge
Knowledge of the role of the VCSE sector in Bury.
A good understanding of what strong outcomes look like in the context of grant applications.
Knowledge of the different types of organisations and governance structures in the VCSE sector or a willingness to learn.
Knowledge of data protection and GDPR and use of relevant systems to ensure confidentiality.

Experience
Proven administration experience.
Experience of working with basic budgets.
Experience of creating engaging case studies which demonstrate outcomes and impact.
Experience of organising meetings and taking accurate minutes.
Experience working with people from diverse backgrounds

Behaviours
A commitment towards Bury VCFA's mission in supporting a vibrant Voluntary, Community & Faith sector in Bury.
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.

Other Duties
To take responsibility for individual administration, attend team meetings and mandatory training.
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 12pm on Sunday 25th February 2024. Interviews will be held on **Thursday 7th March 2024**.
- Contact for informal discussion: Helen Tomlinson, Chief Officer, Bury VCFA. Tel 0161 518 5550 or email helen.tomlinson@buryvcfa.org.uk

Key reading:

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