



HEAD OF GRANTS AND COMMUNITY

Responsible to: Chief Executive

Hours: 3 days per week

Salary: Up to £50k pa pro rata depending on experience

Purpose of job

- Lead the Charity's grant making, communications and community development work
- Support the Chief Executive in leading the Charity

Specific Areas of Responsibility:

Deliver the Hammersmith United Charities grants programme

- Promote the programme and encourage applications from organisations who are able to identify problems and develop solutions that meet the needs of our community
- Review, assess and summarise applications and make recommendations to the Grants Committee
- Work with the admin and finance teams to manage the budget, oversee the administration of grants payments ensuring all payments are made in accordance with HUC payment policies and are accurately reflected in HUC financial accounts and cashflow planning
- Support the continuing development of successful and unsuccessful applications
- Ensure that grant making strategy, policies and processes reflect and champion current best practice
- Lead on the development and delivery of new grant making initiatives including new funding partnerships
- Support the Grants Committee to make effective decisions including preparation of reports, papers and minutes
- Lead on impact measurement, including visiting projects, keeping in regular contact with grantees, reviewing monitoring reports to ensure that grants are spent appropriately and effectively. Prepare reports on our impact and make recommendations to maximise impact

Head office & Sycamore House
Sycamore Gardens, London, W6 0AS
General enquiries: 020 8741 4326

Registered Charity No: 205856
Homes and Communities Agency Registered No:1789



- Oversee moving the application and reporting process online
- Build networks and Charity profile with other relevant foundations and grant making organisations

Support the development of United in Hammersmith and Fulham

- Work with United in Hammersmith and Fulham staff and trustees to deliver new fundraising initiatives to fulfil the 5 year fundraising plan and make United in Hammersmith and Fulham sustainable
- Work with United in Hammersmith and Fulham staff and trustees to develop new grant making programmes that meet the need of our community
- Monitor the impact of the HUC investment in UHF and report back to the Board

Lead the Charity's communication strategy promoting our services and developing the Charity's profile as a bold and informed voice

- Work with the Chief Executive to develop and implement the Charity's communication strategy covering all aspects of the organisations work and improving our profile and influence
- Oversee the work of the admin and events team and contractors to deliver the Communications strategy

Develop the Charity's wider work in the community creating new ways of delivering 'relief in need' and establishing HUC as a core strategic partner and community enabler

- Develop effective working relationships with local strategic and operational partners and voluntary sector organisations and stay abreast of and contribute to local initiatives
- Help turn the Charity into an insight led organisation carrying out formal and informal research to identify the needs in our Area of Benefit and make recommendations on how HUC can meet those needs
- Keep abreast of local and national policy identifying new risks or opportunities
- Advocate for causes or organisations we believe in
- Use the Charity's convening power to bring together stakeholders to raise awareness and solve local issues

Leadership

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- Take the lead on the Charity's grants, communication and community work, supporting the Chief Executive in developing strategy and ensuring the Board is fully engaged with this work
- Stand in for the Chief Executive when required

Person specification

Essential

A genuine commitment to and belief in the value of community organisations in delivering social change

A track record of successfully delivering a community grants programme improving the lives of vulnerable people and developing the capacity of community organisations

A track record of developing and implementing successful communication strategies

Hands on experience of effective impact measurement methodologies

Able to work independently and manage own time across multiple workstreams

Experience and enthusiasm for delivering digital inclusion and using digital technologies to improve grant making processes and outcomes for beneficiaries

Effective team player, respectful of others, willing to provide help and contribute to a happy and effective working culture

Effective financial planning and budget management skills, able to set and manage budgets

High standard of written and spoken English and computer literacy including across all Microsoft Office packages

Able to develop and maintain effective working relationships with a broad range of strategic and operational stakeholders

Excellent understanding of risk management methodologies and experience of managing risk in a community development environment

Excellent analytical and decision-making skills. Able to draw out key messages from complex information and manage a wide range of stakeholders to reach appropriate, shared conclusions



Able to accept and understand the values of others

Desirable

Educated to degree level or equivalent

Experience of leading successful projects and managing cross functional project teams

Experience of managing suppliers and contractors, running tender processes, negotiating contracts, monitoring performance and creating effective working relationships with third parties

Senior leadership experience including experience of working with Trustee Boards

Experience of working for a parochial charity or place based giving scheme

Fundraising experience

This is a description of the job as it is presently constituted. It is the practice of Hammersmith United Charities to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is Hammersmith United Charities' aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description, after consultation with you.