

# Hammersmith United Charities - Grants and Community Officer

## Job description

October 2023

<b>Location</b>	Based at Sycamore House (W6 0AS) with frequent visits to other HUC locations and grant holders (all in Hammersmith)
<b>Salary</b>	£28k - £34.5k (pro rata) depending on experience
<b>Contract</b>	22.5 hours per week (3 days), Permanent
<b>Reporting to</b>	Head of Grants and Community
<b>Benefits</b>	28 days annual leave plus bank holidays (pro-rata) Up to 8% employer contribution to pension Health cash plan on completion of probation

## The organisation

Hammersmith United Charities has been at the heart of Hammersmith for more than 400 years. We were founded in 1618 to provide housing for local older people in our Almshouses and to invest in the future of our community through our grant making.

Each year the Charity gives £400,000 to around 35 local community organisations supporting people most in need in Hammersmith. We are also founding partners of H&F Giving, a new Charity which matches resources with causes, and make partnership connections so that all local people and every generation has what they need to thrive.

## The opportunity

This is a terrific opportunity for someone at the early stages of, or looking to begin, their career in grant making.

Key activities involve supporting the management of the grants programme, contributing to raising the profile of the organisation and the impact of our grant holders, and maintaining the grants database.

Hammersmith United Charities is part of our community, and it is important that the Grants and Community team are in touch with what is happening in Hammersmith and the rest of our small team. This involves frequent visits to grant holders, partners or networking meetings as well as hands on involvement with the life of the Almshouses.

## About you

We are seeking an individual who is passionate about community, loves working with people, is flexible and thrives in a changing environment, genuinely enjoys administration and takes pride in excellent attention to detail.

**We particularly welcome applications from people with a strong connection to Hammersmith and Fulham.**

## Purpose of the role

To provide support to all aspects of the Charity's grants and community work including:

- Grants administration
- Database, website and social media management
- Supporting prospective and current grant holders
- Helping promote the work of the Charity and that of our grant holders

## Principal Duties

### Grants administration

- Support the Head of Grants and Community to evaluate grant applications, carry out due diligence checks and help decide which applications should be recommended for funding
- Build strong relationships with local community organisations through project visits, attendance at networking meeting and advising groups on how to apply for grants
- Monitor the grants@ inbox and grants phone and respond to queries
- Prepare grants agreements in line with the decision of the Grants Committee and work with the Head of Grants and Community and Finance team to administer grants payments
- Work with Head of Grants and Community to monitor grants
- Support the Head of Grants and Community to prepare reports for the Grants Committee
- Signpost enquirers to other sources of funding

### Database management

- Ensure that information held on Salesforce is complete and accurate and complies with GDPR
- Create and run reports on Salesforce when required

### Communications and events

- Work with the wider team and contractors to maintain an effective website and ensure that website content is always up to date and accurate

- Manage the Charity’s social media accounts, respond to queries and comments, create and post content and post content provided by others in line with HUC values
- Contribute to the creation of the newsletter and manage the database of recipients to ensure it is complete, accurate and GDPR compliant
- Support the Head of Grants and Community to organise our own events or attend community events
- Support the promotion of the work of the Charity

### Charity wide support

- Contribute to the Almshouse community through events and informal contact with residents
- Contribute to activities and events run by HUC and partner agencies such as H&F Giving

*This job description is issued as a guideline to assist you in your duties, it is not exclusive or exhaustive, and it may be regularly reviewed to ensure it is an accurate representation of the post. You may, on occasion, be required to undertake additional or other duties as may reasonably be expected within the scope and grading of the post and according to the needs of the charity.*

## Experience & Qualities

The ideal candidate will be able to demonstrate the following:

Qualifications	Essential	Desirable
At a minimum, 4 GCSEs (or equivalent)	<b>x</b>	
Educated to a degree level (or equivalent)		<b>x</b>
Skills		
Strong IT skills: able to use or willing to become proficient across a wide range of applications including: <ul style="list-style-type: none"> <li>• Salesforce</li> <li>• All Microsoft applications</li> <li>• Mail chimp</li> <li>• Canva</li> <li>• Wordpress</li> <li>• Hootsuite</li> <li>• Eventbrite</li> <li>• Social media (particularly Twitter/X and Instagram)</li> </ul>	<b>x</b>	
Excellent communication skills in English, both orally and written. Able to draft and present accurate information in a clear and engaging manner across a variety of formats	<b>x</b>	
Excellent organisational skills: able to multi-task, good attention to detail, able to prioritise, good time management	<b>x</b>	

Excellent interpersonal skills with a helpful and friendly attitude	<b>x</b>	
Excellent team player, willing to be flexible and support colleagues across the wider team	<b>x</b>	
Strong problem solving skills	<b>x</b>	
<b>Experience and qualities</b>		
Willingness and ability to learn about all aspects of the work of Hammersmith United Charities and the voluntary, community and social enterprise sector in general	<b>x</b>	
Experience of working with or for community organisations	<b>x</b>	
Experience of grants administration or management		<b>x</b>
Experience of maintaining a website		<b>x</b>
Experience of managing social media accounts		<b>x</b>
Experience of managing mail lists, producing newsletters and media content		<b>x</b>
Experience of working with Salesforce or other grants management database		<b>x</b>
Experience of managing community or networking events		<b>x</b>

We aim to recruit the person who is most suited and welcome applications from people of all backgrounds who represent our borough – people of all ages, sexual orientations, genders, nationalities, ethnicities, religions and beliefs. **We particularly welcome applications from people with a strong connection to Hammersmith and Fulham.**

By submitting your application, you are consenting to the processing and storage of your personal data in order that you can progress through our recruitment and management process. We will never sell your data however we are obliged by law to inform you that should we be required to we may share your data with external agencies. This may include but is not limited to CareCheck (a service for managing and processing Disclosure & Barring Service clearance applications) and our HR Advisors. We will also contact those individuals you name as your referees to confirm your suitability for the role you are applying for. Your data will only be used for your role and to comply with our statutory and legal obligations. If your application is unsuccessful, we will retain your information for 6 months; after this date it will be safely destroyed. If your application is successful, we will retain your information for the duration of your commitment and up to 6 years after you cease employment.