



Grants Officer

Recruitment Pack

March 2024



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About Quartet

The West of England is a place that inspires people to put down strong roots and to care deeply about the issues facing people living here.

Quartet is the local community foundation for this region, covering Bath & North East Somerset, Bristol, North Somerset and South Gloucestershire. We help ordinary people do extraordinary things that make our local communities thrive and improve the lives of people who live here.

We want to see a West of England where communities are well resourced, confident and strong, where grassroots community and voluntary groups can respond to the needs and aspirations of all who live there, now and forever.

Quartet is here to inspire local philanthropy, channelling people's generosity to help our region become fairer, greener and a place for all to thrive. We do this by awarding approximately £5 million in grants each year to a wide range of local charities and community groups addressing pressing social needs. Funding for these grants comes from our growing permanent endowment fund and from "flow through" funding provided by revenue funds. We hold almost 300 individual funds.

We are part of a national network of 47 Community Foundations across the UK matching people who want to give money locally with organisations and charities working to help local communities on the ground. Our main office is in central Bristol at Royal Oak House, a 5-storey building owned and occupied by Quartet, along with 5 other independent charities (as a multi occupancy tenanted building). We have a satellite office in Bath, and we adopt a hybrid working model.



Vision, Mission, Values

Our Vision

A West of England where local communities are well resourced, confident and strong, where community and voluntary sector groups can respond to the needs and aspirations of all who live there, now and forever.

Our Mission

To inspire people to help transform our local communities so that they become fairer, greener and a place for all to thrive, forever.

Our Values & Behaviours

Quartet is an organisation that:

- Remains close to its communities, highlights the issues affecting them, and responds in an agile and solutions-based manner
- Looks over decades not years, keeping the future in mind even in short-term decision making
- Acts in an open, honest and transparent way and delivers on its commitments
- Treats people with dignity and respect, being supportive and enabling
- Embraces continuous improvement and change and is not afraid to be bold
- Strives to meet the highest ethical standards and is socially, financially and environmentally responsible.



Role description

As our Grants Officer you will play an important role in carefully assessing grant applications and carrying out due diligence checks. Your recommendations to our grants panels will be crucial in ensuring our grants reach the grassroots organisations here that are so vital in supporting our communities.

This is a great role for a person with a strong commitment to the role and value of local community support; someone who has excellent written communication skills and wants to use their talent to ensure our grant programmes make a big difference.

The Grants Officer will:

- Assess applications for grants programmes and make recommendations to, service and attend, decision meetings of the grants programme panels
- Maintain and provide up-to-date information and advice on Quartet's grants programmes
- Support grants administration and finance functions

We're looking for someone with experience of assessment work and with good communication and interpersonal skills.

If supporting communities excites you then we want to hear from you.



Aims of the post

To support Quartet Community Foundation in delivering our vision of philanthropic funds supporting local communities forever.

To support and promote effective grant making by providing an excellent grant making advice, assessment, delivery and monitoring service.

Main tasks

- To respond to all grant seeker enquiries via phone, email or post
- To assess and evaluate grant applications, support, attend and make recommendations to grant decision-making panels
- To support Quartet providing up-to-date information and advice on its grant programmes to a variety of stakeholders
- To support several grant and financial operations, helping Quartet to ensure that programmes and grants are efficiently delivered and records are up to date.
- To enter and maintain grant information on Quartet's CRM (Salesforce) and website.
- To assess interim and end-of-grant reports and contribute to Quartet's learning of its grant making

Other

- To work within Quartet Community Foundation's policy framework
- To carry out such duties, in consultation with the Programme Manager, as are consistent with the responsibilities of this post
- To contribute to the efficient running of the office by ensuring that phones are answered promptly and professionally, post is dealt with quickly and the office is kept tidy
- To contribute ideas to, and participate in, Quartet's overall development and strategic work.



Person Specification

We are looking for someone who has the necessary experience, skills and outlook to lead and deliver on the responsibilities outlined above.

Please ensure that you demonstrate in your covering letter the ways in which you meet the essential desirable criteria.

Essential Criteria

1. Strong commitment to the values of the Community Foundation, including our diversity, equity and inclusion work
2. Ability to work with a range of community groups and provide excellent customer service
3. Experience in assessment work
4. Excellent interpersonal and communication skills
5. Excellent IT skills including experience in using Microsoft office 365, CRMs, web-based applications, and spreadsheets and the ability to be self-servicing
6. Good organisation, administrative and report-writing skills and the ability to cope well under pressure
7. Ability to work independently as well as being part of a team
8. Willingness to work from Quartet's main office and flexibility to undertake occasional evening/weekend duties and, rarely, travel outside of the region. Quartet offers a hybrid working arrangement with a minimum of 60% of the contracted week to be in the office, 40% home working. All staff are required to be in the office on Wednesday mornings to aid teamwork and good communication.

Desirable Criteria

1. Experience of grant-making
2. Experience of working in the voluntary and community sector
3. Lived experience or deep understanding of local community needs
4. Experience of working in a development, fundraising or sales environment



Conditions of Employment

Role

- Grants Officer

Hours

- Full Time (35 hrs per week)
- Quartet operates a hybrid working arrangement for the majority of roles, with a minimum of 60% office / 40% home working. All staff are required to be in the office on Wednesday mornings to aid teamwork and good communication.

Salary

- Circa £28,000 per annum

Probationary period

- 6 months, during which the notice period is two week's written notice on either side

Accountability

- Reports to the Programmes Manager

Stakeholder Pension Scheme

- Option of 5% employer stakeholder pension contribution on completion of probationary period. Pension contribution backdated to joining date.

Staff benefits

- Quartet offers a staff benefits scheme via the Hospital Saturday Fund (HSF) and pays a higher entry level fee of up to £15 per employee per month.
- Employee Assistance Programme

Holiday

- 25 days per annum, in addition to public holidays, plus 3 days between Christmas and New Year.
- An additional 1 day's leave is awarded after 5 years of continuous service, and an additional 2 days after 10 years of continuous service.

Location

- Main location is in the Bristol office – Quartet offers a hybrid working arrangement for the majority of roles, with a minimum of 60% of contracted week to be in the office, and a maximum 40% home working. All staff are required to be in the office on Wednesday mornings to aid teamwork and good communication.

Travel expenses

- Car, cycle and motorbike mileage allowance for travel in connection with work.



How to apply

This job pack, Quartet's job application form, and our Equality and Diversity monitoring form can be downloaded from this role's vacancy page on our website.

Please send all the following via email in order to apply and be considered for interview:

- A covering letter stating why you're the right person for this role and the ways in which you meet the essential and desirable criteria (max. 2 sides of A4)
- A completed Quartet job application form which includes your basic details
- An up-to-date CV (max. 2 sides of A4)
- A completed anonymous Equality and Diversity Monitoring Form (this is voluntary)

To: charlene.lawrence@quartetcf.org.uk
Referencing: 'Grants Officer Application' in the email subject line

Closing date: 12noon on Thursday 18th April 2024
In-Person Interview date: Monday 29th April 2024

Thank you

www.quartetcf.org.uk

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Registered charity number: 1080418
A company limited by guarantee
Registered in England & Wales Company number 3981052
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