

In partnership with



Job Description

Job Title:	LGBT+ Futures Grants Officer
Hours:	Part time, 21 hours per week
Reports to:	Head of Partnerships and Development
Remuneration:	£25,482 - £27,582 (depending on experience) pro rata, plus 5% pension contributions
Based:	Home-based
Terms:	2-year initial contract, 25 days annual leave entitlement We actively welcome applications from candidates wishing to undertake this role as a secondment.
Deadline:	Sunday 16 th January 2022

Consortium has implemented practices that aim to reduce bias in our recruitment process. When reviewing applications, the information provided in your covering letter will be viewed independently, without access to information from your CV or the personal details provided.

We are committed to improving representation across our organisation and believe that Consortium's team should reflect our diverse membership. Additionally, the focus of this post is proactive engagement with communities with an intersectional LGBT+ focus. With that in mind, we are particularly keen to hear from people with an understanding and appreciation of the specific issues faced by communities this project will engage, including from lived experience. Our key intersectional areas of focus are LGBT+ organisations working on: racial justice; disability rights; older people; LBT women; and Trans and Non-Binary issues.

Appointments will be based on merit. Equity is important to the success of our team and work. We don't want any barriers to applying so if you would like to discuss particular aspects of our approach or get a better understanding of whether Consortium is right for you, then please contact Paul, our CEO, on paul@consortium.lgbt.

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t: 020 7064 6500 e: admin@consortium.lgbt a: Zone 5 Wrentham Business Centre, Prospect Park, Exeter, EX4 6NA. Company Ltd by Guarantee Company No: 3534603, Charity No: 1105502

Benefits

Consortium has been working as a virtual organisation for nearly 9 years with a team spread across the UK, all working from their own homes. A working from home payment, of a discretionary amount in line with HMRC guidance, is made to all staff to contribute to costs that might be incurred through this way of working.

Consortium encourages its team to maintain a good work life balance. Staff are encouraged to take time off in lieu for any hours worked beyond their contracted hours. Consortium's core hours are between 10am and 3pm and staff can agree regular working patterns with their line manager.

Consortium has an auto-enrolment pension scheme, which all eligible employees benefit from.

Role Purpose

Please note this is a **grants distribution role** rather than a fundraising role, working as part of our Grant Giving Team.

Thanks to funding from the National Lottery Community Fund, and in collaboration with a diverse range of thematic LGBT+ organisations (our Community Collaborators), we have been exploring **participatory funding and support for grassroots, community-led thematic LGBT+ organisations**. Our Community Collaborators have been at the forefront of the development of this work and will remain in the lead as we look to **distribute a range of grants** through the LGBT+ Futures: Equity Fund.

Working as part of Consortium's Team, the successful candidate will **coordinate and administer our participatory grants programme**. With support from a Grants Administrator and the Equity Fund Project Officer the Grants Officer will be accountable for ensuring the grant making process is run effectively and that the Community Assessors and Grants Committee are supported so they can make informed decisions about each application.

The Grants Officer will also **work with potential applicants to provide support on their applications**, and with grant holding organisations to **provide ongoing support around project development, grants management and reporting**.

Research from our previous onward grant giving has helped us identify key priority thematic areas doing amazing work for a diverse range of LGBT+ people but which remain under-funded. These will be the priority focus for this fund, and are: LGBT+ organisations working around racial justice; LGBT+ organisations working with disabled people; LGBT+ organisations working with Lesbian, Bisexual and Trans Women; LGBT+ organisations working with older people; and organisations working with Trans and Non-Binary people.

Consortium recognises there are other areas of community-led LGBT+ work needing support. This is being developed by the wider Consortium team.

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Main Duties

- Build awareness of the community-led grants programme.
- Coordinate all aspects of the day to day running of the grants programme including:
 - Maintain grant processes, guidance and documents
 - Coordinate the grant application process, including pre-assessment checks and detailed due diligence checks
 - Preparation of documents for Community Panels and the Grants Committee
 - Process awards and grant agreements
 - Maintain an accurate grant database
 - Monitor awarded grants, including grantee reports and grant compliance
 - Maintain oversight of grants budget
 - Help identify gaps and areas of need to ensure a good range of projects are funded
 - Produce regular reports on funded activity
- Support Community Assessors including:
 - Ensure all assessors have access to the Grants Management System
 - Ensure all assessors understand the programme requirements and have the information needed to undertake assessments
- Coordinate all aspects of the Grants Committee and its decision-making process including:
 - Ensure all individuals on the committee understand the grant making process
 - Prepare for and facilitate Grants Committee Meetings
- Ensure that all grant holders benefit from any relevant support from the wider Consortium team
- Ensure that all grants are successfully reported on and that the grant programmes impact can be evidenced
- Maintaining accurate records of work

General Duties

- To be able to work effectively and efficiently in an unsupervised environment
- Regularly communicate with Consortium's Heads of Partnership and Development, and CEO
- To act at all times in the best interest of Consortium and its Membership
- To prepare for and attend regular supervision sessions, conducted by line manager
- To undertake appropriate administrative tasks as become relevant, including monitoring requirements for the Contractor
- To carry out other duties as may from time to time be reasonably required

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Person Specification

Essential

- Relevant experience of working in a Grants distribution role
- Experience and knowledge of budgeting and organisational finances
- Experience of report writing and evaluating project activity
- Ability to coordinate effective grant communications
- Ability to build positive working relationships with a range of applicants and stakeholders
- Experience of responding to competing deadlines and managing multiple tasks and priorities
- Excellent attention to detail
- Good understanding and knowledge of the charitable sector
- Excellent interpersonal and teamwork skills, with the ability to foster positive working relationships with diverse organisations, stakeholders and delivery partners
- Excellent writing, editing and verbal communication skills
- Ability to execute work independently and take the initiative when required
- IT skills (able to use MS Office, Internet, teleconferencing and social media)
- Ability to work well as part of a small team
- Ability to undertake a varied workload

Desirable

- Experience of providing direct support to voluntary and community organisations
- Experience of working within the LGBT+ sector
- Knowledge of small charity governance

These skills and competencies will be tested in the application process and subsequently within the interview process.

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Applications

Deadline for applications is **Sunday 16th January.**

Interviews will take place via a virtual video conference platform on **Tuesday 25th January.** Access needs will be met for interviews.

Please note we are actively open to the idea of a secondment for this role. We are keen that other grant funders can gain from our specialist LGBT+ funding expertise and would welcome someone joining us for their own development, but also for the development of their primary organisation. If this would be of interest and you would like to discuss further, please contact Helen or Paul on the details below.

[Click here] to access the online application form. You will be required to provide a copy of your CV and a cover letter focussing on how your experience links to the skills and person specification outlined in this job description.

If you cannot access the online form, or would prefer an alternative format, please contact recruitment@consortium.lgbt. These will be processed in the same way as online submissions.

For more information about the role or Consortium please contact Helen (helen@consortium.lgbt) or Paul (paul@consortium.lgbt) or 020 7064 6500.

Over the Christmas and New Year period many of the team will be on leave, but we will respond to all questions at the earliest opportunity.

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