

Transforming Futures
Programme Grants
Officer

Recruitment pack

July 2022



CONSORTIUM
for stronger lgbt+ communities

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CONSORTIUM
for stronger lgbt+ communities

Funded by



Key summary of the role

Job Title:	Transforming Futures Programme Grants Officer
Hours:	Part time, 21 hours per week
Reports to:	Chief Executive
Remuneration:	£25,482 - £27,582 (depending on experience) pro rata, plus 5% pension contributions
Based:	Home-based in the UK
Terms:	2-year contract, 25 days annual leave entitlement (pro rata)
Deadline:	Sunday 21 st August

If you are appointed to this role, you will among other (full job description can be found on [page 4](#)):

- Build awareness of the Transforming Futures projects programme in partnership with the Trans Advocacy Manager based at Stonewall and Consortium's Trans Organisations Networks Officer
- Coordinate all aspects of the day to day running of the project funding programme
- Provide ongoing support to funded projects, linking in with wrap around support available through Consortium's Engagement Team and other partners
- Ensure that all projects funded are successfully reported on and that the projects programme impact can be evidenced work

We are committed to improving representation across our organisation and believe that Consortium's team should reflect our diverse communities. Additionally, the focus of this post is proactive engagement with trans and non-binary communities. With that in mind, we are particularly keen to hear from people with an understanding and appreciation of the specific and intersectional issues faced by communities this project will engage, including from lived experience.

What we do

We are a national specialist infrastructure and membership organisation. We work to build the resource, sustainability and resilience of LGBT+ groups, organisations and projects so that they can deliver direct services and campaign for individual rights.

We work with LGBT+ groups

We offers range of practical support for people who run LGBT+ groups, projects and networks.

We build networks

We facilitate a range of thematic networks across the LGBT+ sector.

We generate impact data

We aim to help LGBT+ groups identify the changes their work is making and how to demonstrate.

We award grants

Through our LGBT+ Futures: Equity Fund we award grants to LGBT+ groups who work across five focus areas.

We champion collaboration

We are leading a range of innovative collaborations that have brought over 50 LGBT+ groups together to develop and deliver projects.



We work to provide the resources LGBT+ groups and organisations need to thrive and build a strong case for support



We support the growth and development of LGBT+ groups and organisations



We support LGBT+ groups and organisations to prepare for, respond and adapt to the changing environment

Working with us

We work very hard to maintain a supportive and friendly work environment and we pride ourselves on our organisational culture that centres team wellbeing and thriving employees.



Employee benefits:

- Working from home (we have been working remotely for more than 9 years!)
- Discretionary working from home payment
- Flexible working environment
- Core hours between 10am-3pm
- Auto-enrolment pension scheme
- Birthday leave
- Trialling staff counselling offer
- Consortium days leave over the festive period

Job description

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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.

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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.

Background and role purpose

Thanks to funding from the National Lottery Community Fund, Consortium is a partner in the [Transforming Futures](#) partnership—a five year project to create lasting change for trans communities in the healthcare and criminal justice systems. The programme brings together 9 partners: Be:North, CliniQ, Galop, Gendered Intelligence, GIRES, Mermaids, Sparkle, Stonewall and Consortium.

The partnership has published reports on trans [healthcare](#) and [criminal justice](#), and will shortly publish and under 18s report. The next phase of the project will look to build on the ideas and suggestions from these reports. This will involve providing resource to support community organisations wanting to create solutions.

Consortium, with its unique experience of community development and funding distribution, will use its expertise to support the decision-making processes around the creation and funding of projects to support action around trans healthcare and criminal justice.

Working as part of Consortium’s Team, the successful candidate will **coordinate and administer the funding mechanisms**. Working closely with Stonewall’s Trans Advocacy Manager, and with the other partners, the Grants Officer will be accountable for ensuring the project funding processes are run fairly and effectively so they can make informed decisions about each application.

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

Main duties

- Build awareness of the Transforming Futures projects programme in partnership with the Trans Advocacy Manager based at Stonewall and Consortium’s Trans Officer
- Coordinate all aspects of the day to day running of the project funding programme including:
 - Maintain funding processes, guidance and documents
 - Coordinate the grant application process, including pre-assessment checks and detailed due diligence checks
 - Preparation of documents for decision-making panel

- Ensure all individuals on the Panel understand the project funding process
- Process project awards and agreements
- Maintain an accurate projects database
- Monitor awarded projects, including project reports and funding compliance
- Maintain oversight of projects 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 Consortium's Grants Management System
 - Ensure all assessors understand the programme requirements and have the information needed to undertake assessments
- Attend Transforming Futures Partnership meetings to provide relevant information and updates on programme progress
- Provide ongoing support to funded projects, linking in with wrap around support available through Consortium's Engagement Team and other partners
- Ensure that all projects funded are successfully reported on and that the projects programme 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 Trans Officer and Stonewall's Trans Advocacy Manager
- To act at all times in the best interest of Consortium, and the Transforming Futures programme
- To prepare for and attend regular supervision sessions, conducted by line manager
- To undertake appropriate administrative tasks as become relevant, including monitoring requirements the funder
- To carry out other duties as may from time to time be reasonably required

Person specification

Essential

- Relevant experience of working in a Grants distribution role
- Experience of supporting voluntary sector organisations
- Experience and knowledge of budgeting and organisational finances
- Demonstrable understanding and knowledge of the charitable sector, particularly the trans and non-binary sectors
- 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 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.

Applications

Deadline for applications is Sunday 21st August.

Interviews will take place via a virtual video conference platform on Wednesday 31st August. Access needs will be met for interviews.

[\[Click here\]](#) 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 Paul on paul@consortium.lgbt or 020 7064 6501.