

FCSCCT

FRANCIS C SCOTT CHARITABLE TRUST

Grants Officer Recruitment Information



Local youth groups enjoying activities supported by Francis Scott Trust



The second group of the Aspiring Leaders Programme graduating at Carlisle Cathedral

Closing Date: 9am Wednesday 21st September

Interview Dates: Thursday 29th and Friday 30th September

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Who we are & what we fund

Francis C Scott Charitable Trust (FCSCT) Established in 1963 by Peter Scott OBE, FCSCT is an independent Charitable Trust that exists to support charitable organisations across Cumbria & North West Lancashire who work with children and young people to support their positive development and help them thrive. Our work focusses on those groups and areas who experience barriers which prevent them from doing so. We have approximately 90 grant holders at any one time.

We endeavour to work with and for the sector locally, supporting provision of quality and professional work with young people, and making additional developmental guidance available through our growing 'funder plus' Step change programme. The Trust is in a period of development, with new programmes due to run from 2023, our 60th year, and a deepening commitment to support and promote the work of our grant holders. We are mindful also, that it is a difficult time for the sector, and for young people in particular, which brings into sharp focus the need to work effectively and ensure everything we do as a grant funder contributes positively to the sector.

We achieve this through the distribution of funds mostly to smaller or medium sized local organisations. Each year we award over £1m to these organisations, usually granting up to three years funding at a time. We have a small dedicated team based in Stricklandgate House in Kendal and a Board of Trustees who meet to consider all eligible applications three times per year and guide the strategic direction of the Trust. The team also distribute funds for two

further Charitable Trusts which were founded by other members of the Scott family. The trusts share the same financial heritage based on the success of the Provincial Insurance Co. and the enduring generosity of the Scott family, but they operate today with independent boards of trustees and distinct strategies.

FCSCT funds both charitable organisations and social enterprises where their objectives are charitable in nature, not for private profit, are clearly in the community interest and reflect our own objectives and approach.

We are a very person-centred funder, visiting every applicant who applies and getting to know the key people in the organisations we fund. Our approach is to be supportive of everyone who applies so that even if they are not successful in receiving funding we can still help with ideas, constructive feedback and introductions to other funders and similar organisations.

Since 2011 FCSCT has been the principle funder of the Aspiring Leaders Programme, a three-year programme delivered in partnership by the Brathay Trust, the University of Cumbria and Common Purpose. The programme is designed to identify and develop future voluntary sector leaders from within local communities, to build capacity and contribute to excellence in the sector. FCSCT Chairs the Steering Group for the programme and maintains a close and active interest in its ongoing development.

In 2021 Trustees agreed to utilise a percentage of the Trusts endowment to make social investments, extending our capacity to directly support more organisations locally, and aligning more of our resources with our charitable goals.

JOB DESCRIPTION

Title:	Francis C Scott Grants Officer
Responsible to:	The Director
Work schedule:	36 hours per week. Occasional evenings and weekends.
Salary & benefits:	£25 - £30k dependent on experience. 5 weeks holiday + Bank Holidays (and three days between Christmas and New Year) 10% pension contribution essential car user allowance

KEY AREAS OF WORK

Purpose and main functions of role

This role works closely with and in support of the Director in the core function of delivering an effective and efficient grants programme. The Grants Officer will liaise with grant holders and applicants, complete the grant administration and assessment process, prepare papers for Trustees and support the Director in the development of new strategic funding models and programmes.

1. Grant administration and management

- Manage the grant process ensuring all enquiries, applications and rejections are dealt with efficiently and with courtesy.
- Offer support and advice to applicants at all stages of the grant application process.
- Meet with all applicants to the main grant panel, liaising and coordinating with Trustees to enable their attendance.
- Complete due diligence and assessments of all eligible applications for consideration by Trustees.
- Liaise with all applicants to the Small Grants Committee (<£4k requests).
- Assess and advise on applications to the Small Grants Committee
- Accurately record all grant decisions, payments, meetings and notes on the grants database
- Ensure the appropriate monitoring and evaluation of all grants.
- Attend appropriate funding fairs
- Maintain the schedule of forward commitment payments to grant holders, liaising with their key contacts and updating the database and the Director accordingly.
- Draw up the schedules of grants committed and grants paid in the financial year

2. Other organisational and general duties

- Network with partners in and across all sectors, representing the Trust positively with external partners, agencies and grant holders
- Maintain the Trust's social media presence
- Conduct research and report on issues affecting grant holders, communities, and the sector.
- Support the implementation of new programmes as required
- To actively contribute to the development of new systems as necessary to ensure efficiency and good use of Trust resources.
- Present information at Trustee meetings
- Take minutes of Trustee meetings
- To respond to reasonable requests for ad hoc tasks and duties that may be required from time to time
- To be a supportive member of the staff team administering the work of all three Scott Trusts

Additional Information

The post is full time, 36 hours per week working predominantly Monday to Friday with an occasional need for evening, weekend working depending on the Trust's needs.

Equal Opportunities

The Trust is committed to providing equity of opportunities and welcomes applications from people with different requirements. The office environment is in a shared building which is accessible to all, and reasonable adjustments will be made for the right candidate.

Continuous Professional Development

Full training for the role will be provided in house with attendance at industry training and development events as necessary.

Office Location

The role is based at the Trusts Kendal based office, but regular working from home can be negotiated. Regular travel across the beneficiary area of Cumbria & North West Lancashire is required. An essential car user allowance is included in the benefits package.

Health and Safety

The post holder is required to carry out the duties in accordance with Health and Safety policies and procedures.

Diversity

The post holder is required to have due regard to equal opportunities at all times, and to work in a fair and reasonable manner towards all people, ensuring service standards are maintained for all cultures.

Person Specification

ESSENTIAL	DESIRABLE
Education/Qualifications	
<ul style="list-style-type: none"> ▪ A levels (A-C) or equivalent ▪ Full, clean driver's license 	<ul style="list-style-type: none"> ▪ Educated to graduate level or evidence of equivalent ability
Experience	
<ul style="list-style-type: none"> ▪ Evidence of working successfully to tight deadlines ▪ Experience of working in the voluntary sector in both office based and externally focused roles. ▪ Experience in a Youth development field 	<ul style="list-style-type: none"> ▪ Project Management ▪ Data analysis
Knowledge	
<ul style="list-style-type: none"> ▪ Knowledge of the needs and assets of local area*, in particular with regard to economic and social aspects. 	<ul style="list-style-type: none"> ▪ Knowledge of legislation relating to charities ▪ Understanding of types of organisations in the voluntary sector ▪ Knowledge of and interest in youth and/or child development ▪ Familiarity with Data Protection rules (GDPR) and use of relevant systems to ensure confidentiality
Skills	
<ul style="list-style-type: none"> ▪ Effective interpersonal, communication and presentation skills. ▪ Ability to collate information and compile reports ▪ Methodical and systematic approach to tasks ▪ Ability to capture action points and take accurate minutes of meetings. ▪ Well organised, with the ability to manage multiple projects as well as responsive tasks, balancing a range of priorities and deadlines. ▪ Computer literate with a range of software including word and excel. ▪ Familiar with use of a range of social media platforms to disseminate and gather information 	<ul style="list-style-type: none"> ▪ Proficient with a range of financial and office systems ▪ Ability to lead meetings with external stakeholders
Personal qualities	
<ul style="list-style-type: none"> ▪ A confident professional with integrity, discretion and the ability to develop trust with applicants and stakeholders ▪ Professional, consistent & tenacious ▪ Flexible and open to dynamic, changing environment ▪ Highly motivated ▪ Tactful, diplomatic and constructive when dealing with unsuccessful grant applicants ▪ Commitment to Equal Opportunities, Cultural Diversity and excellent customer service ▪ Ability to work well with others including colleagues, Trustees, grant holders and other stakeholders 	<ul style="list-style-type: none"> ▪ Innovative – generates ideas for business improvement ▪ Committed to providing a service that makes a difference.

<ul style="list-style-type: none"> ▪ Willingness to learn & develop ▪ Able to travel independently across Cumbria & North West Lancashire and occasionally elsewhere in the UK. ▪ Good time and task management ▪ Energetic, flexible, responsive, and willing to be hands-on. ▪ Able to work autonomously within clear parameters 	
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**Local area refers to the Trusts geographical footprint of Cumbria and North West Lancashire.*

How to apply and the selection process

If you have any questions about the role or the application process, please email helen@fcsct.org.uk or telephone 015395 742608.

Please send your CV and a covering letter, or short video outlining why you are interested in the role and demonstrating what you would bring to it. Please use the qualities listed above as a guide and ensure your CV includes your full name, address and contact details and two referees who may be contacted in the event of being offered the position. Your CV should also list your previous employment and educational and professional qualifications.

Candidates will be shortlisted based on their covering letter/video and CV. If invited for interview you will be asked to complete a job related task on arrival, please allow up to an hour and a half for the interview and task process.

Deadline for receipt of applications

This vacancy closes at 9am on Wednesday 21st September. Any submissions received after this time will not be considered.

Your letter & CV should be returned by one of the following methods:

By email: helen@fcsct.org.uk

By post: Helen Carter, Scott Trusts, Stricklandgate House, 92 Stricklandgate, Kendal, LA9 4PU

Acknowledgement of receipt

Applications will be acknowledged by email within a working day of receipt.

Interviews

Interviews will be held on Thursday 29th and Friday 30th September. Please advise us of any reasonable adjustments you may require to attend the interview when submitting your CV and cover letter/video.