

# FCSCT

FRANCIS C SCOTT CHARITABLE TRUST

## Grants & Development Officer

### Recruitment Information



Pictures of Arts & crafts and cooking sessions kindly supplied by Stanleys Community Centre, Morecambe.



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

Closing Date: 9am Monday 12<sup>th</sup> October

Interview Date: Wednesday 21<sup>st</sup> or Thursday 22<sup>nd</sup> October 2020

## Contents

- FCSCT – Who we are & what we fund.
- Job Description
- Person Specification
- How to apply and selection process

## 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.

During 2019 the Trust reviewed its grant giving strategy and we are now looking to expand our team to support the implementation of the decisions that have been made. This is an exciting time for the Trust as we develop new programmes to support and promote the work of our grant holders. It is also 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 approximately £1m to these organisations, 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 nine Trustees who meet to consider all eligible applications three times per year. 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 our own 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. Recruitment for a fourth group of participants to begin the programme in January 2021 is currently underway.

## JOB DESCRIPTION

Title:	<b>Francis C Scott Grants &amp; Development Officer</b>
Responsible to:	The Director
Work schedule:	36 hours per week. Occasional evenings and weekends.
Salary & benefits:	£24 - £29k dependent on experience. 5 weeks holiday + Bank Holidays and 10% pension contribution.

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## KEY AREAS OF WORK

### **Purpose and main functions of role**

This is a new role created to work 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 assessment process, prepare papers for the Trustees and support the Director in the development of new strategic funding models and programmes.

### **1. Grant 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.
- 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. Programme Development**

This part of the role is to provide support to the Director in the development and implementation of new funding programmes and models. Tasks will include but are not limited to:

- Network with partners in and across all sectors
- Contribute to procurement process of new grants database to develop ability to evaluate effectiveness of grant programmes.
- Conduct research and report on issues affecting grant holders, communities and the sector.
- Support the implementation of new programmes as required

### **3. General Duties**

- Represent the Trust positively with external partners, agencies and grant holders
- To actively contribute to the development of new systems as necessary to ensure efficiency and good use of Trust resources.
- 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 fully accessible 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. Regular travel across the beneficiary area of Cumbria & North West Lancashire is required.

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

*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](mailto:helen@fcsct.org.uk) or telephone 015395 742608.

Please send your CV and a covering letter 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 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 Monday 12<sup>th</sup> October. 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](mailto: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 Wednesday 21<sup>st</sup> & Thursday 22<sup>nd</sup> October. Please advise us of any reasonable adjustments you may require to attend the interview when submitting your CV and cover letter.