

John Ellerman Foundation

Grants Officer **July 2022**

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Job Advert – GRANTS OFFICER

Role	<i>Grants Officer</i>
Organisation	<i>John Ellerman Foundation</i>
Reporting to	<i>Senior Grants Manager</i>
Working hours	<i>35 hours per week, with flexible working arrangements considered on a case-by-case basis</i>
Salary	<i>£35,000 per year</i>
Benefits	<i>25 days of annual leave (with an extra day added for each year of service after five years with a maximum entitlement of 30 days), 12.5% employer pension contribution, and other benefits of private health insurance, life assurance at three times annual salary and a season ticket loan.</i>
Location	<i>We have an office in Embankment, London, and hybrid working is supported</i>

John Ellerman Foundation is an independent, endowed grantmaker and our organisational aim is to advance the wellbeing of people, society and the natural world. The main ways in which we achieve this are by:

1. Awarding grants of circa £5.8m to charities for work which has national significance in the arts, environment and social action, and
2. Investing and managing our funds in such a way that balances the desire to maintain grantmaking capacity, operate in the long-term and seeking to ensure that our investments are not poorly aligned to our aim and values.

We are looking for a new Grants Officer, to join our small but ambitious Grants Team and provide administrative and organisational support for our grantmaking operations (and the wider organisation as needed), as well as managing a portfolio of up to 30 grants and participating in special projects the Grants Team is working on, such as monitoring and learning work.

This role requires close and collegial working relationships with the Senior Grants Manager, the Grants Manager and the Director, as well as the wider team and our Board. You will also be a key point of contact for applicants throughout our two-stage application process, our grant-holders and the wider sector.

This is an exciting time to join us. 2022 is the first year of our new [organisational strategy for 2022-25](#). Our strategy calls on us to deliver our work with 100% of our assets – namely our grantmaking, our investing, our values and our organisational competencies, capabilities and assets. For our grantmaking, this means ensuring that we embrace and deliver best and promising practice, with a focus on offering more ways of receiving pre-application advice, further refining our core funding offer, working more collaboratively, convening and connecting organisations we fund, investing more time and resource into learning and reflection, and delivering a wider offer of support to those we fund.

We are looking for someone who is passionate about our work and that of the wider charitable sector. The successful candidate will be someone that has great communication and networking skills, with a proven ability to work independently and collaboratively within small teams and organisations and manage a varied workload with a range of different deadlines. Our ideal candidate will have strong analytical skills, with experience of database management and office systems, and be interested in using our data and learning to consider how we can evolve and improve our grantmaking offer.

You do not need a degree for this role, but we would like to see demonstrable experience, including transferable experience, of the requirements we have set out in the job description and person specification.

We value diversity, equity and inclusion (DEI) within our staff team and welcome applications from everyone. You can find out more about our approach to DEI in our DEI Policy available on our website [here](#). If you have any access requirements that need to be considered in order to support your application to us, then please contact our Director, Sufina Ahmad MBE on sufina@ellerman.org.uk to discuss these further.

If you have any questions about the role, then please get in touch with our Director on sufina@ellerman.org.uk. You can also look at our website for more information about our work: <https://ellerman.org.uk>

To apply for this role, we ask that you submit your CV and a supporting statement of no more than two pages to recruitment@ellerman.org.uk by **30 August**. Interviews will take place on **5 September**.

If you would like to submit an application as a job share, then we ask that you and the person you intend to share the role with submit your CVs and your separate supporting statements in one email to the recruitment inbox.

Director's Introduction

Thank you for your interest in the role of Grants Officer.

We are an independent endowed charity making grants totalling over £5.8m annually to UK-registered charities working in environment, the arts and social action in the UK, and in our environment category we also fund work in the UK Overseas Territories.

Since joining the Foundation in January 2020, I have worked in partnership with others to evolve and improve the work the Foundation delivers across its grantmaking, investing and wider operations. To this end, we have an exciting and ambitious new [three-year strategy](#) that focuses our efforts on our funding offer, our investment policy, our work with others and our commitment to accountability.

As a grantmaker, we are all too aware of the scrutiny and criticism that organisations like ours can face. However, we are proud to be part of a rich and diverse global philanthropic ecosystem and tradition comprising so many different forms of giving, and we know that the coming years will be critical in responding to the global climate and nature crises, alongside the political, economic, cultural and societal challenges we face. We believe that as a modern grantmaker striving for more, we can support civil society to respond to these challenges in a way that is transparent, accountable and effective. Consequently, we are looking for colleagues to join us who are ambitious about the art of the possible a grantmaker like us can deliver.

We have a highly engaged Board of eight brilliant Trustees, led by our Chair Peter Kyle OBE. The roles we have been advertising recently, apart from the Grants Manager role, are all new, and have arisen as a result of a restructure in July 2022. We look forward to building our new team in the coming months.

I hope this brief, with the information on our website, gives you a sense of how the Foundation works.

If you are interested in using your experience and expertise to deliver our strategy and advance the wellbeing of people, society and the natural world, then we look forward to hearing from you.

Sufina Ahmad MBE
Director

About John Ellerman Foundation

Our strategy

John Ellerman Foundation's strategy for 2022-25 calls on us to deliver our organisational aim to advance the wellbeing of people, society and the natural world with 100% of our assets – namely our grantmaking, our investing, our values and our organisational competencies, capabilities and assets. This is our first strategy in some time, and in it we focus our efforts on:

1. **our funding offer**, ensuring that we embrace and deliver best and promising practice
2. **our investment policy**, ensuring that we invest in ways that are aligned to our aim, values and funding categories
3. **our work with others**, ensuring that we understand our stakeholders and can work with them to deliver our work together more effectively
4. **our commitment to accountability**, ensuring that we make further progress on diversity, equity and inclusion, transparency and impact and learning.

What we fund

Details of our funding requirements can be found in our [funding guidelines](#). In 2021/22 we made 72 grants worth £6,640,195 and incurred a further £44,760 of grant-related expenditure. The average overall size of grant awarded continues to increase to £108,856, with more than half our grants for three years typically. 55 of our 72 grants were for core funding – 37 were for restricted core costs, typically a salary or a specific part of an organisational overhead cost, and 18 for unrestricted core costs.

Our values

Our values reflect how we work.

We are a **responsive** funder, listening and responding to what applicants and our wider stakeholder network judge is important.

We have well-developed and regularly reviewed funding guidelines, enabling us to be **discerning** in our decisions about whom and what to support. This value also extends to the way in which we approach collaborative funding opportunities and make investment decisions relating to our endowment.

We value all our stakeholder relationships, including with organisations we fund and those applying to us, and seek to have a **personal touch**. Our Trustees are involved at every stage of a grant application, and we always meet an applicant before a grant is made.

We prefer to be **connected** and are in regular contact with relevant colleagues and partners in the charitable and investing worlds. We also like to keep in touch with organisations we fund, convening and connecting them with others from time to time.

We are willing to be **flexible** and may venture outside our funding criteria or our usual ways of working, if we believe a different approach would be more effective.

Our history

We were formed from a combination of the wealth and generosity of a father and son. Both were publicity-shy, and little is known about them. The first Sir John Ellerman (1862-1933) had built up from scratch an empire of shipping and other businesses in the early part of the 20th century. At the age of 23, his son, also called John, inherited his father's baronetcy and very considerable fortune. Although in charge of the family firm, the second Sir John's real interests lay elsewhere. He became a distinguished zoologist and world expert in the study of rodents. In 1971, two years before his death, he donated the funds from the

Ellerman Lines business to form the original Foundation. In October 2021 we commissioned a year long project to learn more about our history, which is currently being delivered by a team of three historians.

We are currently governed by a Scheme, approved by the Charity Commissioners for England and Wales in March 2002. The previous Scheme brought together the funds originally donated in 1971, with a smaller trust fund set up under the first Sir John's will, and the Trustees were granted incorporation under the Charities Act 1993 as the Trustees of John Ellerman Foundation. The Scheme provides wide powers for the Trustees to carry out their duties.

JOHN ELLERMAN FOUNDATION JOB DESCRIPTION

Job Title: Grants Officer

Job purpose: Provide administrative and organisational support for the day-to-day operations of the grants team, including managing a small portfolio of grants, participate in special projects and contribute to the administration of the Foundation as required.

Responsible to: Senior Grants Manager

Lead areas of responsibility:

Applications, grant management, monitoring and learning

1. Respond to initial enquiries by email and phone from applicants and attend pre-application meetings with other team members, or independently, as required.
2. Support the first stage application process, by screening applications against guidelines with the Grants Manager, checking details in the grants database, and administer the acknowledgement process, including dealing with requests for feedback and seeking missing information from applications where necessary.
3. Assist with the administration of the second stage of the application process, ensuring all information is submitted, arranging assessment visits to applicants and resolving queries that arise.
4. Act as point of contact for grant holders, including ensuring progress reports and final reports are received and payments are made to the agreed deadlines.
5. Provide support, as the named point of contact, to up to 30 live grant-holders, and process and respond to their progress and final reports as they are received.
6. Contribute to and support the review and development of the Foundation's grantmaking processes, including involvement in special projects or the delivery of events relating to applicants and grant-holders as required.
7. Work closely with the Grants Manager and Senior Grants Manager to support them in fulfilling their duties, as needed, as well as considering jointly the ways in which to improve the Foundation's grantmaking.

Process

1. Manage and maintain the grants database to ensure timely and effective tracking of applications and grants.
2. Keep systems and processes under review to improve practice, including the 'live' grantmaking process document that is in place.
3. Analyse data, including the creation and production of management reports.
4. Support the maintenance and development of the grants database, including its administration and development.
5. Assist with the preparation of grants papers for Board meetings and other grants-related meetings.
6. Provide administrative support as needed to the Senior Grants Manager and Grants Manager, including filing and arranging recurring internal meetings.

Administration and cover

1. Work closely with and provide regular cover for other staff as required. The most frequent support needs are likely to be:
 - Assisting with the preparation and managing the collation and distribution of papers for the Board and other Committees as needed.
 - Proofreading documents as required.

2. Reception duties and ensuring the smooth day to day running of the office.
3. Liaise with other colleagues in relation to absence from the office, such as lunch breaks and arranging annual leave, to ensure that office cover is maintained as needed.

Shared areas of responsibility:

Reception

1. Act as key point of contact for callers in person and on the telephone.
2. Provide hospitality and facilitate meetings, including setting up the boardroom and refreshments.
3. Act as contact point for others using the office and assist with convening events generally.
4. Act as first contact point for Trustees on grantmaking matters.

General support

1. Assist with the planning and arrangements of Trustee and staff events.
2. Undertake any other duties in support of the Foundation's business as may be reasonably required.

GRANTS OFFICER PERSON SPECIFICATION

Experience

1. Experience of working in an administrative, or equivalent, role in an office, including handling reception, taking phone calls, maintaining filing and office systems – in a paid or voluntary capacity.
2. Experienced and competent in using IT, particularly Microsoft Office, and enthusiastic about developing its contribution to the organisation.
3. Experience of using a database, handling data and producing reports in different formats.
4. Experience of or interest in grantmaking and/or have transferable skills gained from a sector relevant to the Foundation's funding interests.
5. Understanding of or interest the voluntary sector and relevant statutory agencies, including the range of organisations and activities undertaken and the funding context.

Skills

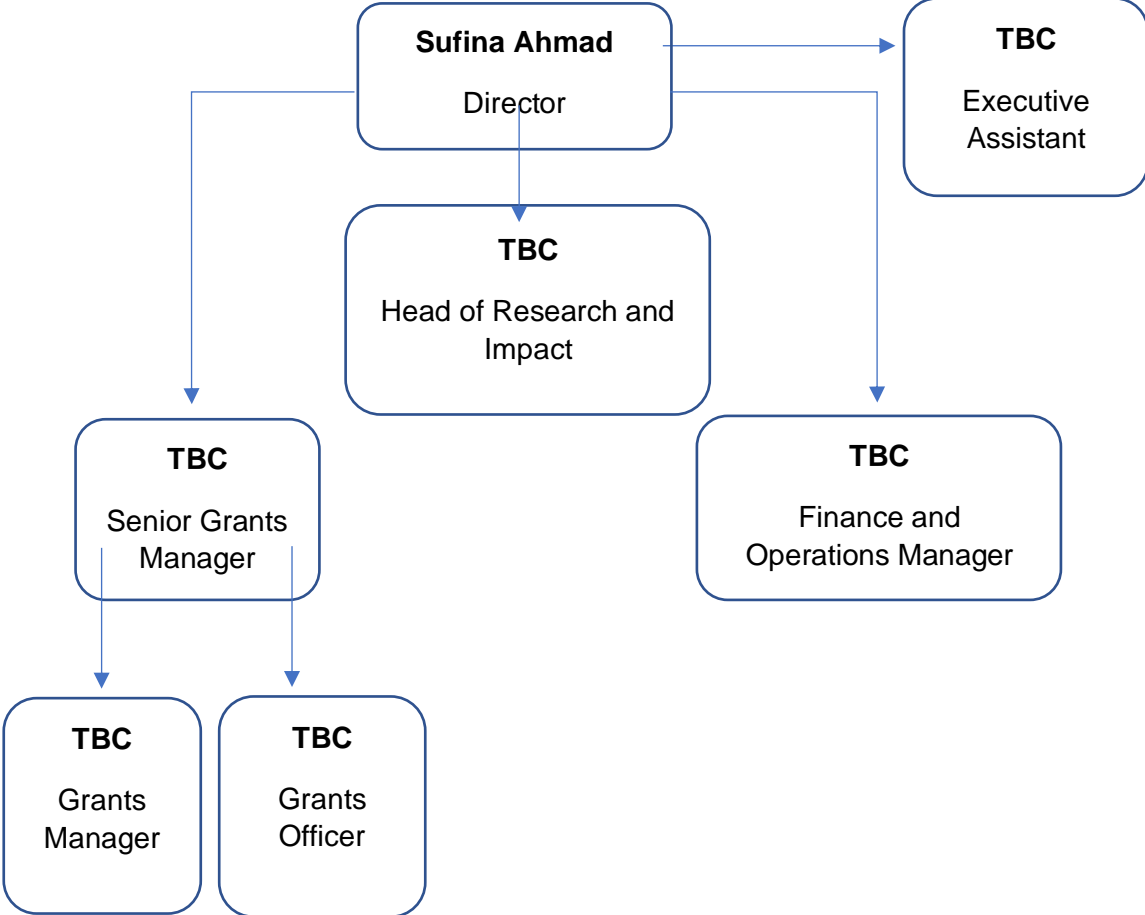
1. Excellent interpersonal skills, able to deal with people from a variety of backgrounds, in person, on the telephone and over email.
2. Excellent verbal and written communication skills, including the ability to write clearly and to present complex information clearly and concisely in oral and written form to internal and external audiences.
3. High levels of attention to detail with an ability to work accurately and methodically, ensuring processes are completed effectively.
4. Well-organised and able to prioritise and manage a varied workload and work to deadlines.
5. Strong analytical skills and confident working with and using numbers and statistics.
6. Ability to understand, interpret and appraise accounts and other financial management information.
7. Excellent team working and networking skills, with a commitment to working collaboratively where needed.

Qualities

1. Self-motivated, enthusiastic and comfortable working independently and collaboratively.
2. Co-operative, a strong team player and able to take an overview of the wider organisational needs.

3. High degree of flexibility, being proactively willing to offer cover or take on tasks at short notice and happy to undertake a range of tasks, as required in a small and busy office.
4. Hardworking, with a high standard of integrity and professionalism.
5. An interest in the Foundation's work and the wider charitable sector.

John Ellerman Foundation's Organisational Structure Chart, July 2022



How to apply

To apply, please email your CV and a supporting statement, both of which should be no more than two sides of A4, to recruitment@ellerman.org.uk **by 5pm on 30 August**.

In your supporting statement, please explain why you are interested in the role and provide evidence of your suitability against the criteria outlined in the Job Description and Person Specification.

We also require the names, positions, organisations and telephone contact numbers of two referees, relevant to this role. References will only be taken once your express permission has been granted.

Finally, please flag any dates when you will not be available or might have difficulty with the recruitment timetable.

If you have any queries about the role or the application process, please contact the Foundation's Director, Sufina Ahmad MBE, on sufina@ellerman.org.uk.

Recruitment Timeline – GRANTS OFFICER

Advert goes live		2 August 2022
Closing date for applications		30 August 2022 (at 5pm)
Interview dates		5 September 2022
Next Steps/Decisions		12 September 2022