



JOB INFORMATION PACK

Community Grants Manager

March 2024

ROLE DESCRIPTION

Job Title – Community Grants Manager

Hours of employment – Part time, three days (21 hours) per week, negotiable

Salary – £25,000 - £33,000 (pro rata, dependent on experience)

Reporting to – Head of Community Grants

Staff reporting to this post – None

Role Description last revised – March 2024

BACKGROUND TO TOE

Established in 2011, TOE is an independent environmental funder based in Oxfordshire. Since its inception, TOE has disbursed more than £3.4 million in grants to fund over 450 high-impact, locally led projects across Oxfordshire, supporting biodiversity, access to green spaces and public engagement with nature.

TOE has been successful in raising funds from a range of sources including the Landfill Communities Fund, local authorities, charitable trusts and the corporate sector. TOE's Local Environment Fund distributes these funds as grants to not-for-profit organisations and community groups undertaking environmental projects. In recent years a significant opportunity has arisen around biodiversity offsetting and TOE has gone through significant and rapid growth as a result. TOE now has two funding streams; the Local Environment Fund and TOE's Biodiversity Net Gain programme which supports the delivery of off-site Biodiversity Net Gain projects delivered in partnership with a wide range of institutional, estate and private landowners.

This is an important time for TOE as it seeks to develop new areas of activity and funding to better support the local environment. This role will play a central role in helping the organisation navigate this period of change and deliver impact against its charitable aims.

ROLE PURPOSE

- Working closely with the Head of Community Grants, this new post will support the identification, appraisal, development and monitoring of community-led projects across Oxfordshire and the surrounding areas. Specifically, this post will support applicants to TOE's Local Environment Fund (LEF) and grant-holders ensuring that the projects which TOE funds have the maximum sustainable impact.

KEY RESPONSIBILITIES

The post will include the following responsibilities and tasks: -

1. Supporting Potential Grant Holders to Apply for Funds

- Engage community groups, environmental organisations and other potential grant holders to raise awareness of TOE and the funding that it has available.
- Work with potential grant holders to help them understand their local environment and what they can do to protect and help restore nature in their locality.

- Help potential grant holders understand TOE's funding criteria and processes to ensure that grant applications are aligned to these.
- Liaise between potential grant holders and other local environmental organisations to help develop stronger projects which will deliver greater impact with TOE funding.

2. Support Appraisal of Applications to the LEF

- Work with TOE's network of volunteer assessors to support the independent appraisal of applications to the Local Environment Fund.
- Help administer the network of assessors, apportioning out project appraisals, taking into account assessors' skills, capacity and time constraints.
- Support the administration and operation of TOE's independent Grant Panel which meets quarterly to provide recommendations to TOE's Chief Executive as to which projects should be funded.

3. Management and Monitoring of LEF Projects

- Support the grant management process by issuing formal grant offers, scrutinising grant claims and payments to grant holders, and other aspects of contract management.
- Ensure that TOE is able to provide donors and regulators with timely and accurate information about the projects their funds have supported.
- Ensure the timely submission of grant claims, project narrative and financial reports by grant holders.
- Gather, aggregate and analyse data from the LEF portfolio to support monitoring and evaluation, and organisational reporting.

4. Communications and other administration

- Engage and coordinate with partner organisations, including Wild Oxfordshire, Thames Valley Environmental Records Centre, Berkshire, Buckinghamshire & Oxfordshire Wildlife Trust, Community Action Groups Oxfordshire, Communities First Oxfordshire, and Parish, Town, District and County Councils.
- Working with other members of the team, develop communications materials which will help TOE engage with its constituency of potential grantees, as well as demonstrate impact to its stakeholders.
- Support the general administration of the Local Environment Fund, including maintaining project records and databases, etc.

All employees are expected to comply with TOE's rules, policies, procedures, codes of conduct, values, quality standards, authorisation processes, risk management policies, etc. and relevant external regulations.

PERSON SPECIFICATION

Technical Experience and knowledge

Essential

- Experience in delivering projects and managing budgets.
- An understanding of ecological land management principles and nature conservation.
- Experience of working with community-based nature conservation or environmental groups.

Desirable

- Degree level/equivalent experience in ecology or relevant biological science.
- Experience of designing and delivering projects, ideally in the environmental sector, which involve practical work.
- Experience of working with volunteers.
- Working knowledge of typical Oxfordshire habitats.
- Experience of developing compelling content for websites and social media (Twitter, Facebook, Instagram, TikTok and emerging platforms).
- Ability to use Geographical Information Systems.

General Skills and abilities

Essential

- Excellent interpersonal skills, with the ability to communicate in a straightforward, honest and engaging manner, choosing appropriate styles to maximise understanding and impact.
- Excellent attention to detail.
- Ability to prepare reports.

Desirable

- Experience of managing budgets and delivering, reporting and evaluating projects
- Experience of developing relevant systems (contract/project databases, websites, geospatial mapping).

Personal Qualities

Essential

- Good computer literacy.
- Well organised.
- Able to prioritise key tasks.
- Collaborative, team player.
- Able to work under pressure and to tight deadlines.
- Adaptability, flexibility and resourcefulness.
- Self-motivated and enthusiastic.

Other

Essential

- Possession of a driving licence. The post holder will be required to use their own car to visit and physically access sites across all parts of Oxfordshire and will be entitled to reclaim travelling or subsistence expenses incurred in the course of work in accordance with TOE policy.

This role description is for guidance and information only and does not form part of a contract of employment.

TOE is strongly committed to creating a diverse and inclusive workplace and is an equal opportunities employer. We value diversity and encourage applications from candidates from all backgrounds. We believe that the more inclusive we are, the better our work will be.

Summary of Key Terms and Conditions of Employment

1. This post is based at the TOE office at The Old Counting House, 82e High Street, Wallingford, OX10 0BS. Home working arrangements considered.
2. The post is offered as an open-ended contract.
3. Working hours are 21 hours per week (three days per week). Flexible working patterns can be considered.
4. No overtime is payable, but time off in lieu can be taken.
5. The post holder must be able and willing to travel as required for the job. The post holder will be entitled to reclaim mileage, travelling or subsistence expenses incurred while carrying out TOE business in accordance with TOE's policy.
6. Leave entitlement will be 25 days plus public holidays.
7. You will be offered the opportunity to join TOE's employee pension scheme, with a maximum employer's contribution of 5% of salary.

This summary is for information only and does not constitute a contractual agreement.

Application Process

Any interested applicants should apply by submitting: 1) a **CV** and; 2) an **application letter**, outlining clearly and succinctly how you meet the requirements of the role. Both documents (in either Microsoft Word or PDF format only) should be emailed to opportunities@trustforoxfordshire.org.uk by no later than **23:00 on Sunday 28 April 2024**.

Interviews are likely to take place around the week commencing 13 May. Our preference is for these interviews to take place face-to-face at our office in Wallingford, but we are happy to conduct them online if there is no other option.

If you'd like to discuss the role or have any questions about the post, please contact Ben Heaven Taylor (CEO) at ben.taylor@trustforoxfordshire.org.uk .

ENDS