

Head of Grants and Inclusion

We improve lives and tackle inequality by investing in Oxfordshire's dynamic charitable sector.

Oxfordshire Community Foundation (OCF) is a charity that builds thriving communities through effective philanthropy.

Our county's wealth, success and beauty hide a number of serious and shocking social problems. The pandemic and the current huge increases in the cost of living have made these issues worse, while the climate crisis is becoming ever more urgent.

Local donors choose to work with OCF because we bring an in-depth understanding of these needs and priority issues, alongside trusted relationships with our network of grassroots delivery charities and community groups. We champion this vibrant local charity sector as a crucial way to combat issues such as homelessness, educational inequality, and loneliness and isolation, awarding around £2 million in grants annually.

We work with philanthropists, businesses and the public sector, pooling their funds so that they can make a bigger difference together. Funders can feel confident of a safe pair of hands for their contributions, as we implement strong governance processes; conduct thorough due diligence on all grant applications; and report back with inspiring stories on the impact of their support.

We are a small, friendly team. OCF is committed to creating an inclusive working environment where everyone can flourish. We warmly welcome local applicants from across the rich diversity of Oxfordshire. We are committed to support flexible working and we are proud to be an official Oxford Living Wage employer.

The role

The new senior role of Head of Grants and Inclusion will be a key member of the OCF team, working closely with the CEO. They will ensure our grant-making is the gold standard of inclusivity and accessibility. They will develop trust-based relationships with the county's diverse grassroots organisations and work in partnership with them. The successful candidate will bring a deep understanding of community work combined with a commitment to build local capacity and elevate the voices of those most in need.

Reports to: CEO

Hours: Ideally full time, 35 hours, but with potential for part-time options

Salary: £40,000 FTE

Benefits: 25 days holiday plus Bank Holidays
3% pension (increasing to 5% after five years)

Location: OCF office at 3 Woodin's Way, Oxford (less than 10 minutes' walk from Oxford bus and rail stations) with home-working options. Tuesday is currently the fixed day when all staff work together in person in the office.

Contract: Permanent



Responsibilities

- Build strong relationships with and deep knowledge of the grassroots charitable groups in Oxfordshire, including through virtual and in-person meetings
- Review and implement enhancements to our grant-giving and impact measurement to ensure it is the gold standard in inclusivity and accessibility, while meeting our fiduciary responsibilities
- Consult with local stakeholders on their capacity-building needs and implement this support
- Consult with our grants panel to ensure it has the optimum set of skills and experience, and support training and growth as required
- Manage distribution of funds from start to finish: communicating funding opportunities; managing applications; supporting the decision-making panel reviews and meetings; following up with successful and unsuccessful applicants; gathering and applying lessons learnt for continual improvement
- Keep internal systems rigorously up-to-date, especially our Salesforce database, which records interactions with stakeholders and fund allocations
- Line-manage the Grants Officer to fulfil the objectives above
- Work closely with the Head of Development and Head of Finance and Operations to ensure the funding focus and structure of grants rounds aligns with community needs, commitments to donors and our charity responsibilities
- Work with the Communications Manager to ensure results from funding are powerfully communicated to stakeholders
- Support the CEO on OCF strategy by advising on the needs of the Oxfordshire community, and undertake any other reasonable responsibilities as required

Key competencies

- Significant experience working with community groups and/or grassroots charitable organisations, preferably in Oxfordshire; lived experience of the issues we work on is an asset
- A track record of action on equity, diversity and inclusion, such as improving the inclusivity of services or elevating the voices of marginalised groups
- Experience of budget management and reporting on results; preferably experience of grant management
- Comfortable working with Microsoft Office apps (Outlook, Excel, Word, PowerPoint); experience or willingness to learn how to use our CRM database, Salesforce; experience or willingness to learn basic communication software (eg newsletters and website publishing)
- Level 3 education or above (eg through apprenticeship, A-levels, T-level, NVQ etc)
- Desirable: knowledge of climate and environment, and how climate justice intersects with social justice
- A clear and accurate communicator, both written and spoken
- Excellent personal organisation and organisation of others to deliver tasks on time with attention to detail
- Fantastic customer service approach
- A team player who is always looking at ways to improve themselves and the organisation



Application process

To apply, please submit a CV and one-page cover letter to recruitment@oxfordshire.org by midnight on 15th January 2023.

The first interview will be held in the week commencing 23rd January. If required, second interviews will be held in the week commencing 30th January.

Please let us know through the email above if you have a disability and require any reasonable adjustments to the interview process. We are proud to have disabled staff and are fully committed to providing adjustments.

To find out more about our work, visit www.oxfordshire.org.

For any queries about the role, please contact zoe.sprigings@oxfordshire.org.

