

Dear applicant,

Thank you for your interest in this role.

The job information pack contains the following:

* Information about Joseph Rowntree Charitable Trust
* Job description and person specification
* Guidance notes

**About Joseph Rowntree Charitable Trust (JRCT)**

JRCT is a grant-making Quaker Trust that supports people who are passionate about making a positive difference; whether they are advocating for some of the most vulnerable people in our society, promoting nonviolent responses to conflict, or taking steps towards an environmentally sustainable future.

Every year JRCT makes more than 100 grants for all kinds of charitable work, from grassroots community groups to well-established charities working to build a peaceful and just world. We aim to be a responsive and supportive funder, working to strengthen the hands of people who are tackling the root causes of conflict and injustice.

In 2019, the Trust announced plans to [significantly increase annual grant spending](https://www.jrct.org.uk/increase-grant-spending) to over £10 million per year for the next ten years. The Trust subsequently further increased its grant-making in [response to the Covid-19 crisis](https://jrct.org.uk/covid-19-response-recent-grants). As a result, it is seeking to expand its staff team to maintain and strengthen our support for applicants and grant-holders.

Joseph Rowntree Charitable Trust currently runs [five grant programmes](https://www.jrct.org.uk/funding-priorities) which focus on tackling the root causes of conflict and injustice and a [pilot](https://www.jrct.org.uk/movement-fund-pilot) fund to support grassroots social movements whose work is vital to systemic change in our society.

The fund, which is expected to open to applications later this year, aims to provide funding, infrastructure and access to resources and networks to support the sustainability of movement work.

As a funder, JRCT recognises that grassroots movements are an important and largely missing element within our funding of social change.

**About the Role**

As a Grants Officer at JRCT, you will be responsible for supporting the management, administration and development of the Power and Accountability Programme, including managing a small number of grants and supporting learning and convening work. This programme makes grants on Democracy, Corporate Accountability and Responsible Media.

**The role is for 4 days a week for a fixed term of 2 years, salary: £44,462 FTE.**

The role can be undertaken remotely, or based at our York office. We are open to flexible working patterns, including job share arrangements.  We try to schedule meetings to accommodate caring responsibilities. Someone working remotely would be required to come to the York office for at least four days per month and also to travel to committee meetings, with occasional overnight stays.

**Key Responsibilities:**

* You will work with the Programme Manager to maintain and develop the current grant portfolio, identifying new organisations to connect with.
* You will be responsible for overseeing the work of a subset of the programme’s grantees, supporting them and offering guidance and advice where necessary.
* You will be providing support during the grant cycles, including with applicant enquiries, assessing applications, writing meeting notes, presenting and discussing applications with the grant committee and informing applicants of the outcome. You will also occasionally participate in this work for other JRCT programmes.
* You will contribute to the design and delivery of networking, convening or learning initiatives for grantees, including organising events.
* You will provide reports and statistics using the grant administration database

**About You**

JRCT are looking for committed and dynamic individuals who are able to work in a small team and build relationships with a variety of people.

You are likely to be:

* A highly organised individual with the ability to manage a variety of ongoing tasks
* Interested in power and accountability issues relating to democracy, corporations and the media and possibly with some related work experience
* A person who can build relationships with a diverse variety of people and organisations
* Someone with empathy who can show care and understanding towards those we fund
* Someone with strong communication skills interpersonally and in writing
* Interested in and possibly with some experience of working in philanthropy
* Someone with a good understanding of campaigning, advocacy, social movements or how change happens
* Analytical and inquisitive
* Skilled in IT including Microsoft Office applications, social media and use of databases
* Sympathetic to the values of the Religious Society of Friends (Quakers), which include a commitment to nonviolence, equality, truth and sustainability.
* Someone who has first-hand experience of the voluntary sector, whether in a paid or unpaid capacity
* Experienced in some of the social issues and injustices that the Trust is seeking to address through its programme
* Committed to justice and equity.

**JOB DESCRIPTION**

**MAIN PURPOSE AND SCOPE OF THE JOB**

To support the management, administration and development of the Power & Accountability grant programme and occasional related initiatives.

**POSITION IN ORGANISATION**

Reports to: Power & Accountability Programme Manager

Responsible for: n/a

**DUTIES AND KEY RESPONSIBILITIES**

**GRANT PROGRAMME MANAGEMENT SUPPORT**

To work within organisational strategies and policies, and in accordance with the priorities and guidance as specified by the Programme Manager:

* Contribute to the delivery of all aspects of the grant cycle, including responding to applicant inquiries, assessment of applications, presenting and discussing applications with the grant committee and communicating decisions to applicants. On occasion, there may a requirement to contribute to this work for other JRCT grant programmes.
* Assist with monitoring grantees’ work and expenditure of JRCT funds.
* Contribute to the design and delivery of networking, convening or learning initiatives for grantees.
* Manage and co-ordinate the administration of external events and consultations.
* Assist the Programme Manager with the administration of proactive projects.
* Keep abreast of external developments through reading, attending conferences and similar events, and liaising with other funders.
* Contribute to the development of grant policy and grant programme reviews.

**GRANT PROGRAMME ADMINISTRATION**

* With direction from the Programme Manager, co-ordinate and contribute to the preparation and circulation of committee papers for the grant cycle, including writing assessments, meeting notes, agenda papers and minutes. On occasion, there may a requirement to contribute to this work for other JRCT grant programmes.
* Use the grants administration database to process and monitor grant applications and provide reports and statistics. Maintain accurate database records to enable the appropriate payment and ongoing monitoring of grants.
* Ensure that effective information storage and retrieval systems (paper and electronic) are developed, maintained and managed for the programme area and maintain records of committee membership and subscriptions.
* Arrange and co-ordinate committee meetings and meetings with applicants/grantees on behalf of the Programme Manager, including related travel, accommodation and room bookings, liaising with trustees and co-optees.
* Liaise with other staff and external colleagues on behalf of the Programme Manager and assist in implementing good communication systems for the staff team and wider organisation.

**GENERAL RESPONSIBILITIES**

* Work at all times within the values and mission of JRCT.
* Be proactive in keeping up to date with developments affecting your work and maintaining and improving personal competence through continuous professional development.
* Take direction on projects and priorities from your line manager and trustees, which may vary from time to time.
* Develop, foster and maintain effective relationships with relevant external stakeholders and organisations.
* Work to administration and communication protocols efficiently to ensure that organisational systems and procedures are implemented.
* Abide by all organisational policies, codes of conduct and practice.
* Prepare for and participate in supervision and appraisal meetings.
* Contribute to team meetings and organisational priorities.
* Support diversity and equality of opportunity in the workplace.
* Carry out other associated duties as may arise, develop or be assigned.

**Person Specification**

**Grants Officer (Power & Accountability)**

This person specification sets out the qualities we are seeking for this post. Please ensure that your application demonstrates how you meet these criteria. You may include voluntary, unpaid and paid work.

**Overview**

We seek a committed and dynamic individual, with demonstrable commitment to working in the voluntary sector, who is capable of working in a small team and of managing relationships with a wide range of people.

The successful applicants will have an enquiring and analytical mind, an ability to grasp issues quickly, strong written and oral skills, and excellent administrative skills.

They will have an interest in the fields in which the Trust funds, and strong personal commitment to the Quaker values of the Trust.

**Experience**

You will have:

* lived experience of some of the social issues and injustices that the Trust is seeking to address through its programmes
* experience working in the voluntary sector or other social change organisations, in either paid or voluntary capacity
* recent experience of community development and / or conflict resolution and / or voluntary-sector capacity building and / or advocacy and campaigning, in either paid or voluntary capacity
* experience of using databases

**Skills and abilities**

You will have:

* strong oral and written skills, enabling accurate and sensitive communication with a wide range of people and organisations
* the ability to read quickly and analyse a range of written material and to summarise and present complex information clearly to internal and external audiences – for example taking notes of meetings involving complex issues and nuanced decisions, or providing written reports of a high standard
* a friendly and open approach to networking, and the ability to foster useful external working relationships
* strong administrative and organisational skills, with keen attention to the detail of maintaining records and planning events
* strong IT skills, including use of databases, Microsoft Office applications such as Outlook, Word and Excel, and social media
* a systematic approach to work, with the ability to plan ahead, manage tasks and meet competing deadlines.

**Education and training**

You should demonstrate:

* evidence of the knowledge and skills to understand the voluntary sector and policy and social change at an intermediate level.
* commitment to ongoing professional development.

**Knowledge**

You should have:

* an understanding of the need to maintain confidentiality in all areas of work including phone conversations, written materials and computerised materials and processes
* some knowledge of the beliefs and practices of the Religious Society of Friends (Quakers) would be an advantage, but is not essential.

**Other**

You will:

* have a personal commitment to the Quaker values that underpin the work of the Trust
* be committed to promoting equality and diversity in all aspects of the role
* be flexible and able to travel and stay overnight for periods of time, within and occasionally outside the UK
* be willing to work occasionally on evenings and weekends.

**Guidance notes**

**Application Process**

If you would like to apply for this post, please send your CV and supporting statement (maximum of 4 sides of A4) to recruitment@jrct.org.uk

In your supporting statement, you should ensure that you try to address the criteria set out in the person specification for the role. Make sure you give evidence which shows how you meet the criteria, not just telling us that you did it.

Please ensure that you complete your application by the closing date.

**Closing date: Monday 13th January 2025, 9.30am**

**Interviews: Wednesday 29th January**

We do not send individual acknowledgement of applications due to the high volume of applications we receive, and we only contact candidates who have been shortlisted for an interview. If you do not hear from us within two weeks of the closing date, your application has not been successful on this occasion.

**Appointment Process**

After the closing date has passed, the recruiting manager and the interview panel will shortlist applicants who have demonstrated that they meet the essential criteria set out in the person specification. Only candidates shortlisted are invited for interview.

Normally applications received after the closing date are not considered

**Interview**

If you are shortlisted for interview, you will be invited to a selection process. A panel of two or more, including the recruiting manager conducts all interviews. If there are any special arrangements associated with the selection process e.g. tests or presentations, you will be informed accordingly.

**Interview Outcome**

If you are invited to attend an interview, you will be informed either verbally or in writing of the outcome. The successful candidate will have the decision confirmed in writing as an offer of employment. Unsuccessful candidates will be offered the opportunity for feedback.

**References**

When completing your application, you are asked to provide us with the details of two referees. We only contact referees with your permission after an offer of employment has been made.

All offers of employment are conditional upon the receipt of references that are satisfactory to JRCT, verification of right to work in the UK and where applicable, verification of qualifications and Disclosure and Barring Service (where required).

**Right to Work in the UK**

Under Immigration Act 2014, employers must ensure that any prospective employee is legally entitled to live and work in the UK. If you are offered employment by JRCT you will be required to produce an official document confirming that you are entitled to live and work in the UK, e.g. passport; full birth certificate and official document confirming your name and national insurance number; or a passport/travel document/letter from the Home Office.

**Personal information**

The personal information that you have supplied will only be used for recruitment and selection purposes. You should refer to the Privacy Notice on our website, which sets out how JRCT will deal with the personal and sensitive data you have provided in your application form and supporting information.

Your application form and supporting details will be kept as legally required for six months in case of a dispute, and thereafter will be destroyed. Thank you for your interest in the post, we look forward to receiving your application.

**Equality, Diversity and Inclusion**

We welcome all applicants and are keen to enhance our team to reflect the diversity of the UK and the communities we serve. We particularly welcome applicants from communities that have been marginalised in the UK, including: people from racialised communities, people with disabilities, people from refugee backgrounds, low income and working-class communities, and people from LGBTQIA+ communities, and those experiencing other forms of marginalisation, as they are underrepresented at this level.

**Accessible recruitment**

JRCT is committed to making our recruitment process and workplace accessible to all. If you would like to discuss any accessibility requirements for the application, interview or appointment stage, please contact **recruitment@jrct.org.uk**

**Queries**

If you require further information or wish to raise any matters with regard to the appointment process, please contact **recruitment@jrct.org.uk**

If you would like to find out more about the job, Katharine Knox, Programme Manager will be available to respond to emails in the week beginning 6th January 2025 – on Katharine.knox@jrct.org.uk

**Complaints**

Applicants for posts within JRCT have the right to complain if they feel they have been unfairly treated or discriminated against during the recruitment process. If you feel that this is the case you should contact Nicola Purdy, Head of People and Operations by email: **Nicola.purdy@jrct.org.uk**