

Grants & Community Manager

Location	Dawes Road Hub, Fulham, SW6 7EN. Primarily office based or out in the community a minimum of 1.5-2 days a week on average
Salary	circa £35,000-£45,000 subject to experience
Contract	Part time (50% / 2.5 days per week), Permanent Proposals for flexible working welcome
Reporting to	Executive Director
Responsible for	H&F Giving's current and prospective grantee portfolio and community panellists No direct line management
Benefits	28 days annual leave plus bank holidays Up to 8% employer contribution to pension
Application process	<p>To apply, please send a CV and short covering document or email with answers to the following questions, addressed to the Executive Director Louise Wilson, to team@hfgiving.org.uk:</p> <ul style="list-style-type: none">- What excites you most about working for H&F Giving in this role (250 words maximum)- Please give us an example of grant programme you have managed, and why you think it was successful. (250 words maximum)- Please also outline your ideal pattern of working. <p>Applications should be received no later than 12pm on Wednesday 7th May.</p> <p>Panel interview – Thursday 15th / Friday 16th May An additional interview and presentation may be required as a final stage. Ideal start date: ASAP These dates may be subject to change and applicants will be advised in advance should this happen. Please advise your availability to interview in your application.</p> <p>H&F Giving requests no unsolicited contact from agencies or media sales.</p>

The organisation

[H&F Giving](#) is a charitable foundation set up to support areas of need in the London Borough of Hammersmith & Fulham (LBHF). Densely populated and diverse, H&F is a borough with stark levels of inequality: we aim to connect the borough, so that every person and every generation can give what they can, or get what they need, to thrive.

Founded in 2018 in partnership with [Hammersmith United Charities](#) (HUC) and [Dr Edwards & Bishop King's Fulham Charity](#) (DEBK), we are part of the wider [London's Giving](#) place-based giving movement, which is designed to mobilise communities to give and support areas in need in their localities. Since we started, we have grown into a charity with an annual turnover of £0.5m+; and are working hard to become the go-to organisation in the London Borough of Hammersmith & Fulham, for funders and donors to understand and meet the needs of local people.

Since 2018, H&F Giving has distributed over £1.8 million to community groups in the borough, supporting local organisations that make a big difference including by supporting digital literacy, helping refugees, or people affected by the cost-of-living crisis. In the last year, through our Digital Support Fund, the Earls Court Community Fund (administered for Earls Court Development Company) and the Winter Support Fund (administered for the Hammersmith & Fulham Council), we've funded close to 50 community organisations in the borough supporting more than 10,000 residents. As part of our core activities, H&F Giving runs a range of targeted appeals and campaigns in the borough to unlock support. This includes raising funds for a Christmas Day lunch for older and vulnerable people, who would otherwise spend the day alone. We have also been the conduit to providing essential kit such as computers and refurbished bikes to people that need it in the community.

Our growth has been fuelled by mobilising hundreds of (corporate, foundation and individual) donors to give more than £350,000 to help local people in need. It also would not be possible without the generous support of key stakeholders including HUC and DEBK as our founding partners, City Bridge Foundation, and the local authority.

H&F Giving recently commissioned the report: [Building a strong and connected community: Identifying needs in Hammersmith and Fulham](#) to better understand the need in our local community. We are currently digesting the results of this research and creating an action plan in response to its findings and a campaign to unlock new funds for the community that we expect to launch from June 2025.

We will need the generosity of our local community to support our ambitious future plans. As well as collaborating with local government and statutory services, we will also seek to work with local philanthropists, corporates, foundations and individual givers. Together, we can continue to build a stronger, more inclusive community where everyone has the opportunity to thrive.

The opportunity

H&F Giving is now poised for accelerated growth, and we have ambitious plans to significantly grow our work across the borough in the coming years. We are looking for a Grants & Community Manager to lead on the development and delivery of our grant giving work through this next, pivotal period of development.

Key activities in the short term will include the management and delivery of grants administration and monitoring for a range of funds at H&F Giving including the planned launch of a new fund later this year. You will also network in the community supporting our community partners and play a key role in developing our impact reporting and helping communicate the impact of our community partners to support our communications, fundraising and partnerships work, and raise the profile of our community partners.

About you

This is a terrific opportunity to take a lead grants and community role in a young organisation that is growing to its next stage of maturity and have a material impact in the community. We are seeking an individual who is passionate about community that is - or has the potential to be – an excellent grants and community manager.

It is important to be in touch with what is happening in the borough and have a high profile amongst community stakeholders as well as be present with the growing H&F Giving team, so the role is expected to need a presence in the office and/or at regular face-to-face meetings and events with community organisations in the borough when needed. Some evening and weekend work may be involved, particularly for events. However, the role and the working environment remains flexible with opportunities hybrid home/office working in line with organisational and team needs.

The role is seconded from Hammersmith United Charities as part of our founding partner's support for H&F Giving. For details see our website: [Home - H&F Giving \(hfgiving.org.uk\)](https://hfgiving.org.uk). Contact team@hfgiving.org.uk for more information.

Key responsibilities

- To be the lead Grants & Community Manager at H&F Giving and be well networked within the borough, developing our community stakeholders network and managing a range of key grant management projects to build a strong and connected community
- To be responsible for all grant administration and grant processes from end-to-end from opening grant programmes, reviewing/assessing processes and panel management to decisions made and reporting and evaluation
- To produce impact reports on grant rounds and gather stories from community partners to help drive H&F Giving's communications, fundraising and partnerships work, and raise the profile of our community partners

Principal Duties

Grants

- Communicating and engaging with community groups regarding open grant programmes, including reviewing/assessing processes and decisions made, and reporting and evaluation

- Providing administration to a high standard across the grants cycle using the Salesforce database system, including, receiving applications, producing acknowledgements, monitoring and tracking grant reports
- Reviewing incoming applications, commencing due diligence processes, and sharing information with relevant decision-making panel for final decisions
- Acting as the main contact for Community Grants Panel meetings, so they can effectively assess grant applications, including appropriate coaching and guidance
- Recruiting, Managing and Training Community panellists as needed, and facilitating panel sessions in person and on-line
- Acting as the main grants management contact for corporate, council or other organisations for whom we are managing grants administration, so they are confident we are managing their funds well and compliantly
- Being responsible for timely, accurate payments to grant recipients and ensuring appropriate internal/external financial controls. Collaborating with our finance agency to reconcile grant awards, including assessing invoices and receipts and record keeping; keep track of outstanding payments, and obtaining necessary information for payments to be made
- Producing grant financial status reporting for quarterly board meetings and other third parties, e.g., London Funders, as required
- Collecting and analysing impact of grants overall including conducting surveys, collating feedback, data and information to monitor performance and impact and to create messaging for reports

Community:

- Designing, communicating and implementing positive and strengthening grant-making programmes for the organisation and the community with the support of the Executive Director and team; consulting with communities to ensure these are appropriate to the communities we serve
- Delivering information-rich sessions about the grant programmes, whether self-organised or by attending externally facilitated information workshops and events
- Capacity building for community organisations including signposting community groups to other funders or organisations, when appropriate
- Providing administration support for non-funding offerings for community groups, including in kind contributions from corporates, or volunteering opportunities
- Gathering stories from community partners to support our communications, fundraising and partnerships work, and raise the profile of our community partners
- Attending networking forums, visiting grantees and facilitating staff and trustee visits where needed, and representing the organisation externally as required
- Actively contributing to promotional strategies of grants programmes and awards on social media, including grant stories and successes
- Responding to enquiries via social media including ones from other charities, grantees and residents
- Maintain an effective database and mailing list of contacts and stakeholders.
- Writing, editing, coordinating and publishing content across various channels, including website, social media, email, and print and online marketing materials

General:

- Implementing GDPR and data retention policies
- Attending Trustee meetings where needed
- Assisting with any other tasks, which may from time to time reasonably be required

This job description is issued as a guideline to assist you in your duties, it is not exclusive or exhaustive, and it may be regularly reviewed to ensure it is an accurate representation of the post. You may, on occasion, be required to undertake additional or other duties as may reasonably be expected within the scope and grading of the post and according to the needs of the charity.

Experience & Qualities

The ideal candidate will be able to demonstrate the following:

	Essential	Desirable
Skills and experience		
Strong project management skills. Demonstrable experience of grants programmes and processes	x	
Reporting and analytical skills. Evidence of creative thinking and problem-solving skills	x	
Excellent interpersonal skills and a track record for collaborative working and building sustainable relationships at all levels	x	
Experience in delivering informal and non-formal training		x
Excellent written and spoken communication skills able to communicate effectively across a range of media, able to represent the Charity at events and meetings, and comfortable with presenting and knowledge sharing. Able to assimilate information clearly and prepare appropriate, clear and concise content.	x	
Experience working in the UK charity sector and/or involvement with local community projects		x
Hands on experience of grant management / fundraising databases (ideally Salesforce) including imports and reporting		x
Strong IT skills including Word, Powerpoint, Excel, including tables, formulas, data handling and digital media platforms	x	

	Essential	Desirable
Personal Qualities or Attributes		
You have significant experience of or live in the Hammersmith & Fulham area		x
Passion for the local area and change in Hammersmith & Fulham	x	
A team player who is also a self-starter and happy to work independently to develop and deliver objectives	x	
Well organised and structured with an eye for detail	x	
A commitment to equity, diversity and inclusion	x	
Flexible and comfortable with change and working in a start-up, small charity environment	x	
Ability to quickly build trust and credibility both internally and externally	x	
Champion of using data to learn from and revising processes to be more effective	x	
Able to obtain a clear DBS certification (provided)	x	

We aim to recruit the person who is most suited and welcome applications from people of all backgrounds who represent our borough – people of all ages, sexual orientations, genders, nationalities, religions and beliefs.

By submitting your application, you are consenting to the processing and storage of your personal data in order that you can progress through our recruitment and management process. We will never sell your data however we are obliged by law to inform you that should we be required to we may share your data with external agencies. This may include but is not limited to CareCheck (a service for managing and processing Disclosure & Barring Service clearance applications), Hammersmith United Charities (one of our founding partners who provide support services to H&F Giving) and our HR Advisors. We will also contact those individuals you name as your referees to confirm your suitability for the role you are applying for. Your data will only be used for your role and to comply with our statutory and legal obligations. If your application is unsuccessful, we will retain your information for 6 months; after this date it will be safely destroyed. If your application is successful, we will retain your information for the duration of your commitment and up to 6 years after you cease employment.

April 2025