

JOB TITLE:	Grants Development Officer - Support for Boarding
REPORTS TO:	Grants Team Manager
OBJECTIVES:	To be a member of the Grants team and manage the administration, assessment and processing of Support for Boarding grants for individual children across the UK, as well as other related projects and activities.
LOCATION:	Flexible - opportunity for remote, hybrid or office based
SALARY:	£32,300 - £37,400 per annum (pro rata)
HOURS:	Part-time - 28 hours per week (0.8)
CONTRACT:	Permanent

RESPONSIBILITIES

1. Boarding Schools

- 1.1 To manage all school relationships to effectively deliver Buttle UK's Chances for Children – Support for Boarding programme, including visiting and recruiting schools, building partnerships, negotiating and implementing agreements and agreeing funding.
- 1.2 Problem-solve and help resolve issues to ensure school placements deliver the best outcomes for each young person.
- 1.3 Lead on establishing and consolidating positive working relationships with head teachers and relevant staff within the independent and state boarding sectors.
- 1.4 With the wider grants team, establish and manage relationships with students, families and support workers to provide as holistic and supportive a service as possible through assessment and award.
- 1.5 Develop and manage effective working relationships with other referral agencies, local authorities and boarding charities to contribute to effective funding packages for students and increase Buttle UK's reach.
- 1.6 With the Head of Grants and Grants Team Manager, contribute to strategies and business planning.
- 1.7 Stay up to date with UK policy, research and news about boarding schools, bursaries, education, and the wider environment.
- 1.8 Create and deliver effective communication and presentations and represent Buttle UK at external events.

2. Grant Making

- 2.1 With the Grants Team Manager, manage the Support for Boarding grant programme across the UK and ensure its smooth-running and continuous improvement.
- 2.2 Support and proactively manage existing family and pupil relationships.
- 2.3 With the wider Grants team, assess and process grant applications, according to the agreed criteria and policy. Quality assure and support colleagues undertaking boarding assessments.
- 2.4 Actively manage the programme budget, working with the Finance team, to ensure payments are processed correctly and that the programme is delivered to budget. Create financial forecasts for future years to allow us to plan appropriately.
- 2.5 Proactively manage risk, being alert to potential fraud or non fulfilment of grant conditions by applicants and partners.
- 2.5.1 Work with the Grants Team Manager and Impact & Evaluation Manager to implement the monitoring and evaluation framework for Chances for Children - Support for Boarding grants and, ensure that lessons learned are disseminated and applied to all relevant activities.
- 2.5.2 Understand the impact of your work by making appropriate and effective use of Buttle UK's systems and prepare reports for the Senior Management Team, Board, funders and others as necessary.
- 2.6 Uphold, to a high standard, data protection and data management requirements.
- 2.7 Undertake visits to applicant and grantee's homes and to schools, across the UK.

3. Other Requirements

- 3.1 To contribute, as a member of the team, to all relevant developments within Buttle UK, including strategy development, new projects and initiatives.
- 3.2 Work with the Fundraising team to identify and attract potential funders, support the development of an alumni network and support presentations and report writing to funders.
- 3.3 To be an integral member of the Buttle UK team, assisting other members of staff in grant and general duties as required, to cover operational requirements, leave and sickness absences.
- 3.4 Prioritise Equity, Diversity and Inclusion across the team and in our grant-making.
- 3.5 Evaluate and develop your own work and skills by engaging proactively with Buttle UK's performance management systems and procedures.

- 3.6 Work closely with the Grants Team Manager to ensure all relevant guidelines, policies and procedures within Buttle UK's grant programmes are kept under review and consistently applied.
- 3.7 To undertake such responsibilities as directed by Senior Management.

PERSON SPECIFICATION

Experience

- Experience of the aims, objectives and practices of boarding schools and bursaries.
- Experience of working with children, young people and their families who are living in poverty and complex circumstances.
- Experience of assessing the impact of social welfare issues (such as mental health, bullying, substance abuse) on children's needs and development.
- Experience of supporting vulnerable adults and families through complex situations.
- Experience of working in partnership with a wide range of stakeholders in the charity and education sectors.
- Experience of budget management.

Skills and Abilities

Essential

- Highly developed and sensitive interviewing skills with a range of people; able to provide an empathetic, supportive and professional relationship with applicants.
- Able to assess the needs of applicants for grant support against set criteria and to make appropriate recommendations and decisions in an unbiased and non-judgmental way.
- An awareness and understanding of social welfare issues (e.g. mental health, family breakdown, etc.) and the impact this can have on the well-being and development of children.
- Well-developed administrative skills, including the ability to budget, monitor and forecast expenditure.
- Ability to negotiate and resolve complex situations.
- Excellent communication skills, both oral and written.
- Able to analyse data and prepare reports.
- Able to be self sufficient, resilient and work under pressure.
- Computer literate, specifically, ability to use word-processing, spreadsheets, databases and email software.

Desirable

- Experience of negotiating appropriate bursaries and placements for vulnerable young people.
- Knowledge of the education system in the UK.
- A knowledge and understanding of government policy initiatives in education, social welfare and benefits.
- Creation and management of an alumni network.
- Current driving licence.

Attitudes

- A commitment to promote the best interests of children and young people.
- An awareness of equalities issues and a commitment to work in an equitable and inclusive way.
- A commitment to learning and continuous improvement.
- A willingness to be flexible in response to the reasonable needs of the Charity and in taking on appropriate new responsibilities.

Buttle UK Values

Child-focused - We put children and young people first in the decisions we take. They are the focus of all our efforts and energy.

Empathetic - Empathy and compassion are central to our work with children, young people and families. We act with respect for all people, communities and cultures, and value this in our wider team as well as our grant-making.

Responsive - We are responsive to the needs of children and young people, with a focus on providing swift decisions. We listen and adapt so that we can do better in all aspects of our work and deliver more for those we support.

Collaborative - We collaborate in order to create chances for children and young people that are significantly disadvantaged by crisis and poverty. It is only through working in partnership that we can be truly successful.

Accountable - We are accountable to children, young people, and all those with whom we work. By recognising and acting on this accountability, we will most effectively and appropriately serve the communities for which we exist and deliver the best possible service to meet their needs.