

chancesFOR
CHILDREN

BUtTLEuk

Candidate Information Pack

Grants Development Officer

Contents

Welcome letter from the Chief Executive.....	3
The Role.....	4
About Buttle UK.....	6
Our Vision, Mission and Values.....	7
What does the role entail?.....	8
What will you bring to the role?.....	10
Organisational Structure.....	11
Buttle UK Theory of Change.....	12
Equity, Diversity & Inclusion, and Positive Action in our recruitment process.....	13
Buttle UK Background Reading, Listening & Viewing.....	14
Our Benefits.....	15
How to Apply.....	16



Welcome letter from the Chief Executive

Thank you for your interest in this role at Buttle UK. This is a significant time for Buttle UK as we continue to step up support for children in crisis who have been hardest hit by the Cost of Living crisis.

We believe that Buttle UK is a special organisation, because of the direct difference we can make in the lives of vulnerable children and young people by providing items and activities that they are living without. We are proud of the innovative approach we have taken to provide this support, and the efficiency with which we do it. We are also proud of being a forward looking and externally focused organisation that seeks to use the unique insights gained through our grant giving for the wider benefit of children and young people in poverty.

Last year we were able to provide £4.3m in grant funding for children and young people, and we will increase this level of support in 2023-24, as the cost of living crisis continues.

Our Chances for Children grants pay for normal things that we would want all children and young people to have, but their parent/s or carers cannot otherwise afford. Not extraordinary, but critical things in their lives. There has never been a greater need for the creative grant giving for which Buttle UK is known.

I hope you would like to play a part with us in supporting children and young people in crisis and I look forward to hearing from you.

Joseph Howes

A handwritten signature in black ink, appearing to read 'J. Howes', with a small dot at the end.

**Chief Executive
Buttle UK**

The Role

This is an exciting opportunity to join the team and help us deliver our Chances for Children grants.

We are looking for someone to join our Grants Team who is passionate about supporting children and young people and has a commitment to improving their outcomes. This is a rewarding role in a supportive working culture. This position suits a flexible, friendly and efficient professional with the right skills, experience and confidence to further our grants reach to children and young people who need them.

Summary of responsibilities for our Grants Development Officer

- Assessing the needs of applicants for grant support against set criteria and making appropriate recommendations and decisions
- Ensuring our grants reach children and young people who are living in poverty and complex circumstances

- Working in partnership with a wide range of stakeholders in the public, charity and education sectors

See page 8 for the full job description.

We are open to receiving applications from those wishing to work on a part time / job share basis. Please make this clear in your application.

Interviews for the Grants Development Officer role will be held online. To support applicants through the recruitment process, we commit to:

- Paying for childcare for the hours in and around the interview process
- Supporting any accessibility needs in the application and interview process





About Buttle UK: giving children and young people a chance for change

Buttle UK is a national children's charity that has been helping children and young people who are in crisis to reach their potential since 1953. We do this by providing direct financial support of up to £2,200 through our Chances for Children grants and, for some children whose home environment is disruptive and chaotic, grants which allow them to go to boarding school. We define a crisis as those living in financial hardship and dealing with at least one other challenging social issue.

Chances for Children grants, which we began testing in 2014, are an innovation in the way Buttle UK delivers its grant-giving. Typically, within the grant-giving sector, the focus on supporting individuals has been solely on the emergency provision of single items, such as a cooker or washing machine. However, our Chances for Children grants look to go further. We offer funding of up to £2,200, to provide a holistic package of support addressing the physical, emotional and educational needs of children aged 0-20. Evaluation has repeatedly found that these grants can have a disproportionately positive impact compared to their monetary value, and that in some cases they are transformational. Where the home environment is not the best place to provide support, we offer our Support for Boarding grants which we have been delivering for all of our 69-year history. These grants have been life changing for countless children.

We receive grant applications via a network of referral organisations such as local charities, social services and health centres across the whole of the UK. These organisations ensure we are getting the funds to those that need them most and through them we can ensure appropriate due diligence on the spend of the funds themselves.

We are a fundraising organisation and also provide our own funds to support children and young people. Over the past seven decades we have safeguarded and grown the financial endowment that was left to us by our founder, Reverend Frank Buttle. At the same time, we've honoured his memory as an independent thinker and a pioneering force for change by using the insights and learning we gain from a unique data set generated through our grants database. This provides us with a platform to undertake ground-breaking research and speak out about the issues which vulnerable children and young people in the UK face.

Last year we supported over 4,500 children and young people. To read more about our work, and the challenges for children and young people living in crisis and poverty, read our State of Child Poverty 2022 report [here](#).



Our Vision

Giving children, young people and families a chance for change.

Our Mission

The maintenance, education and advancement in life of children and young people who through poverty and family circumstances are in need of, and will benefit significantly from, Buttle UK's support.

Our 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.

What does the role entail?

1. Management of Buttle UK Grants

- Proactively and effectively assess and manage Chances for Children applications and the budget assigned to you;
- Support with Boarding grants, help identify and assess potential cases and support the relationship with families and Boarding Schools;
- Proactively manage risk and issues, being alert to potential fraud or non fulfilment of grant conditions;
- Work closely with the Grants Team Manager to ensure all relevant guidelines, policies and procedures within Buttle UK's grant programmes are consistently applied.

2. Assessing and processing grant applications

- Encourage and give guidance and feedback to agencies on how to make appropriate applications and how to use the online application system;
- Assess and process grant applications in accordance with budget, programme criteria and internal guidelines, exercising good judgement at all times.

3. Monitoring & reporting

- Uphold, to a high standard, data protection and data management requirements;
- Understand the impact of your work by making appropriate and effective use of Buttle UK's data and systems;

- Work with colleagues to implement our monitoring and evaluation framework and, with the Grants team, ensure that lessons learned are shared and applied to all relevant activities;

- Assist in the preparation of statistical analysis and reports to different audiences, including funders and external partners.

4. Outreach & relationship management

- Create and maintain effective working relationships with relevant stakeholders, including referring agencies and other public and charitable bodies, through the provision of information, presentations and outreach visits;
- Through our Co-Production activity, engage directly with referrers, children and young people, and their families, to better understand the impact of grants in a safe and appropriate way;
- If required, implement an outreach programme for Chances for Children grants, to identify and sign up referral agencies to generate a sufficient quantity and quality of applications;
- Keep up to date with relevant UK policy and practice affecting children and young people and refer to this in your grants work, and in wider Buttle UK activity.

5. Other Requirements

- Contribute, as a member of the team, to all relevant developments within Buttle UK, including strategy development, fundraising activity, new projects and initiatives;

- Be an integral member of the Buttle UK team, assisting other members of staff in grant and general duties, to cover operational requirements, leave and sickness absences;
- Promote Equity, Diversity and Inclusion across the staff team and in our grant-making;
- Evaluate and develop your own work and skills by engaging proactively with training and with Buttle UK's performance management processes;
- Undertake such responsibilities as directed by Senior Management and work in a flexible way when the occasion arises so that tasks, which are not specifically covered in the job description, are undertaken.



What will you bring to the role?

As a Grants Development Officer you will have:

Experience

- Experience and knowledge of working with children, young people and their families affected by poverty and social welfare issues;
- Understanding or experience of working with social services and voluntary agencies, supporting children and young people in crisis in the UK;
- Understanding and empathy for children and young people facing poverty and crisis;
- Desirable experience - Giving or receiving grants in a professional or personal capacity.

Skills and abilities

- A proactive commitment to work in an equitable and inclusive way and be reflective and honest of your practise;
- Good communication skills, with the ability to negotiate, give feedback and facilitate discussion and write clearly and accurately;
- Ability and initiative to deal with queries proactively and work independently and flexibly;
- Able to understand, manage and monitor a budget;
- Ability to manage and prioritise a heavy workload, to set timescales and performance targets and exercise good judgement;
- Able to work as a member of a team and respond willingly to requests from colleagues;

- Able to maintain confidentiality of information held by Buttle UK;

- Excellent attention to detail and good record-keeping;

- Proven IT skills: Microsoft Word or similar, email, Excel, use of databases and inputting data;

- Willingness to travel to undertake occasional outreach and monitoring visits.

Attitude

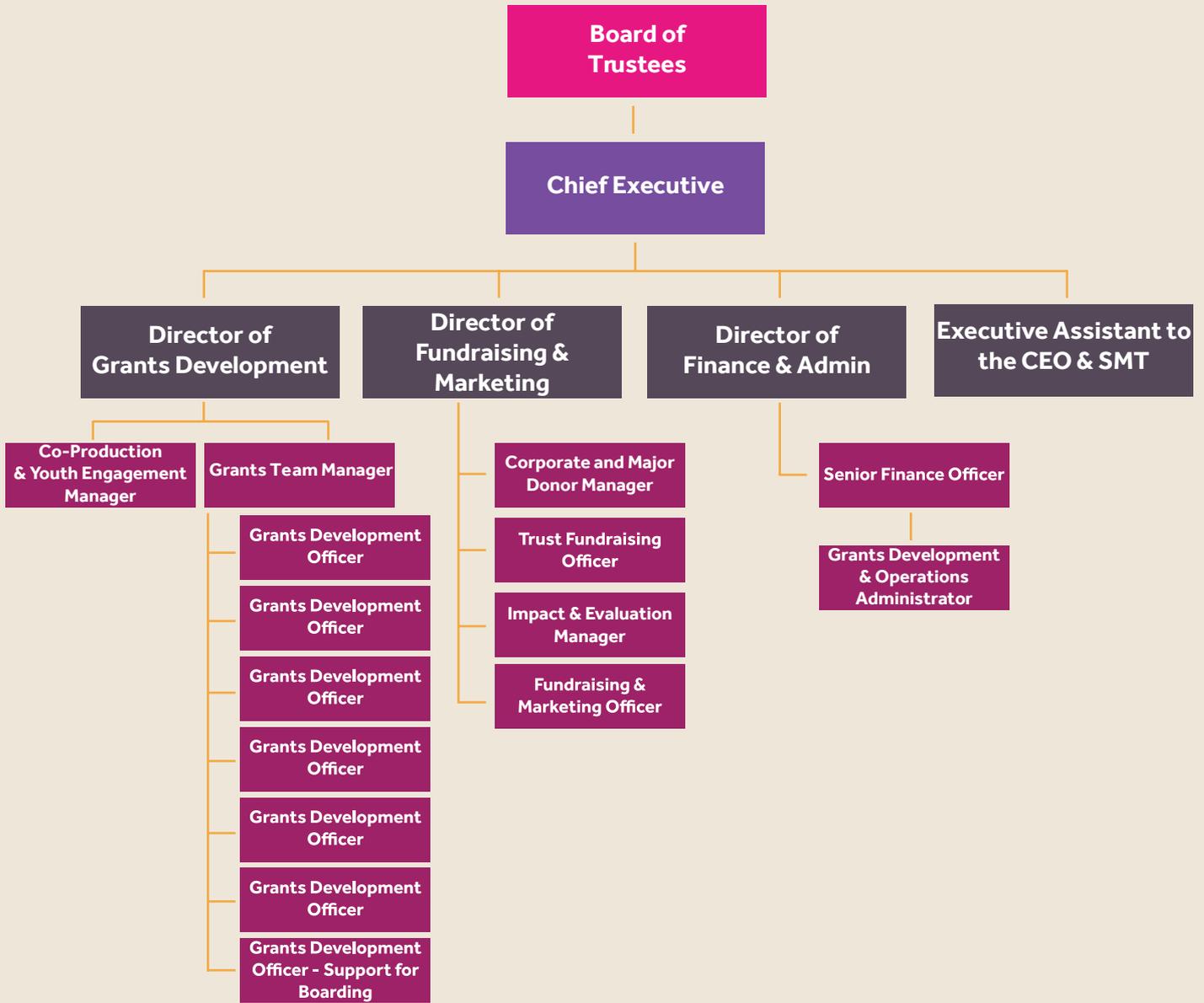
- A commitment to promote the best interests of children and young people;

- Open to learning and continuous improvement;

- An awareness of equalities issues and a commitment to work in a non-discriminatory way;

- A willingness to be flexible in response to the reasonable needs of the Charity and in taking on appropriate responsibilities.

Organisational Structure





Buttle UK Theory of Change

TO PROMOTE

Improved social & emotional wellbeing & increased capacity to engage in education.

TO ENSURE

Home
Children & young people are growing up in a safe & nurturing place that meets their learning and development needs

Wider Community
Children & young people access activities that promote wellbeing and learning and build support networks

TO PROVIDE

The items & activities that we expect all children to have & the extra resources that can help to overcome crisis & unlock opportunities.

BY FUNDING

Chances for Children

Individually tailored grants that invest in children & young people's present & future lives.

WE SUPPORT

Children & young people living in poverty & crisis.

Increasing Life Chance

Equity, Diversity & Inclusion, and Positive Action in our recruitment process

Buttle UK is passionate about promoting equity, valuing diversity, and working inclusively. We want applicants from a broad range of diverse backgrounds with a cross section of skills, experiences and narratives to extend and develop how we work.

We recognise that you are even more likely to have faced barriers, in our sectors and others, if one or more of the following represent you:

- You are from the global majority
- You have lived experience in relation to the issues that Buttle UK seeks to tackle
- You don't have socio-economic privilege, and/or you identify as working class
- You identify as D/deaf or disabled or both

We warmly welcome your application.

Positive Action: first interview stage

We have specific positive action in place for our **first interview stage**. If you meet the above criteria, you can choose whether you would like us to apply positive action when reviewing your application – you just need to say you would like us to apply Positive Action when completing the application form. If you do this, it means that, if you have clearly shown in your application that you meet our minimum criteria, you will be invited for a first interview.

We do not ask you to disclose any further details in your application, and we treat all positive action answers confidentially and sensitively.

Wherever possible, we are open to receiving applications from those wishing to work on a part time / job share basis and will make it clear in specific job adverts where this is feasible.

Please make it clear in your application if you would like to apply on a part time / job share basis.

Interviews are usually online. To support applicants through the recruitment process, we commit to:

- Paying for childcare for the hours in and around the interview process
- Supporting any accessibility needs in the application and interview process

If interviews are face to face we will cover the cost of reasonable expenses for you to attend the interview

Equity Diversity & Inclusion: monitoring

We want to meet the aims and commitments set out in our Equity, Diversity & Inclusion strategy and policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of our workforce, and those who apply to work at Buttle UK. We need your help to collate this information by completing an anonymous EDI monitoring form, which cannot be traced back to an individual. The monitoring form link is provided as part of the application process. The information given by candidates will be solely used for the purpose of reviewing and improving the recruitment process.

Read more about our commitment to equity, diversity and inclusion across our organisation [here](#).

Buttle UK Background Reading, Listening & Viewing

For further information about our grant programmes and wider work please access the following:

READ:

- [The history of Buttle UK](#)
- [Annual review and accounts](#)
- [Our 2020-2025 strategy](#)
- [Our State of Child Poverty 2022 report](#)

WATCH:

- [A video explaining our Chances for Children grants](#)
- [Stories of those that have benefited from a Chances for Children grant](#)

LISTEN:

- [A self produced podcast series highlighting the issues and challenges children in crisis are facing today](#)



Our Benefits

- Salary of £32,300 - £36,000 per year pro-rata, depending on skills and experience
- Flexible working conditions
- Generous annual leave entitlement – 28 days plus Bank Holidays on a pro-rata basis
- Employer contribution to pension scheme of 7%
- Life assurance scheme
- Enhanced maternity/paternity leave
- Enhanced sick pay
- Employee Assistance Programme: counselling and support for staff members wellbeing
- 2 volunteering days per annum
- Career growth and development opportunities through our commitment to learning
- Other financial benefits: interest free season ticket loan provision; eye test payment and up to £100 payment to purchase glasses; access to CycleScheme
- Please see full benefits package attached [here](#).



How to Apply

If you wish to apply for the position of Grants Development Officer, please complete [this application form](#), by midnight on Sunday 12th March 2023. Applications received after the closing date cannot be considered.

Please note, should we receive a large amount of applications for this vacancy, we reserve the right to close this vacancy prior to the advertised closing date.

Interviews will held via Zoom in the weeks commencing 20th or 27th March 2023

Recruitment Timetable

Activity	Date
Closing date for applications	Sunday 12th March at midnight
Shortlisting completed by	Thursday 16th March
Interviews	Weeks commencing 20th or 27th March 2023
Interviewees to be notified of decision	Thursday 30th March

Buttle UK is committed to safeguarding children and adults at risk and protecting anyone that comes into contact with us from harm. We expect all employees and volunteers to share this commitment. The appointment will be made subject to satisfactory references and a DBS safeguarding record check.





Buttle UK
15 Greycoat Place
London
SW1P 1SB
020 7828 3211

www.buttleuk.org
[@buttleuk](https://www.instagram.com/buttleuk)

Registered Charity No - 313007
Scotland - SCO37997