



chancesFOR  
**CHILDREN**

**BUtTLEuk**

# Candidate Information Pack

**Grants Development Officer -  
Support for Boarding**

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### 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 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 £5.5m in grant funding for children and young people.

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 blue ink, appearing to read 'J. Howes'.

**Chief Executive  
Buttle UK**



## The Role

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**Hours:** Part time - 17.5 hours per week (0.5)

**Location:** Flexible - opportunity for remote, hybrid or office based

**Contract:** Temporary Maternity cover until 30 September 2025

**Reports to:** Grants Team Manager

**Overview:** This role is to provide maternity cover for our Support for Boarding programme. You will be the key point of contact for schools, families and young people supported by us, working within a larger Grants team. We are not accepting new applications from August 2024, so you will lead the annual renewals process to confirm bursary grants for current students, manage grant payments, oversee the programme budget and contribute to deeper thinking about the programme as we develop it further.





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

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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 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 £2,400, 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 70-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, the 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 2023 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

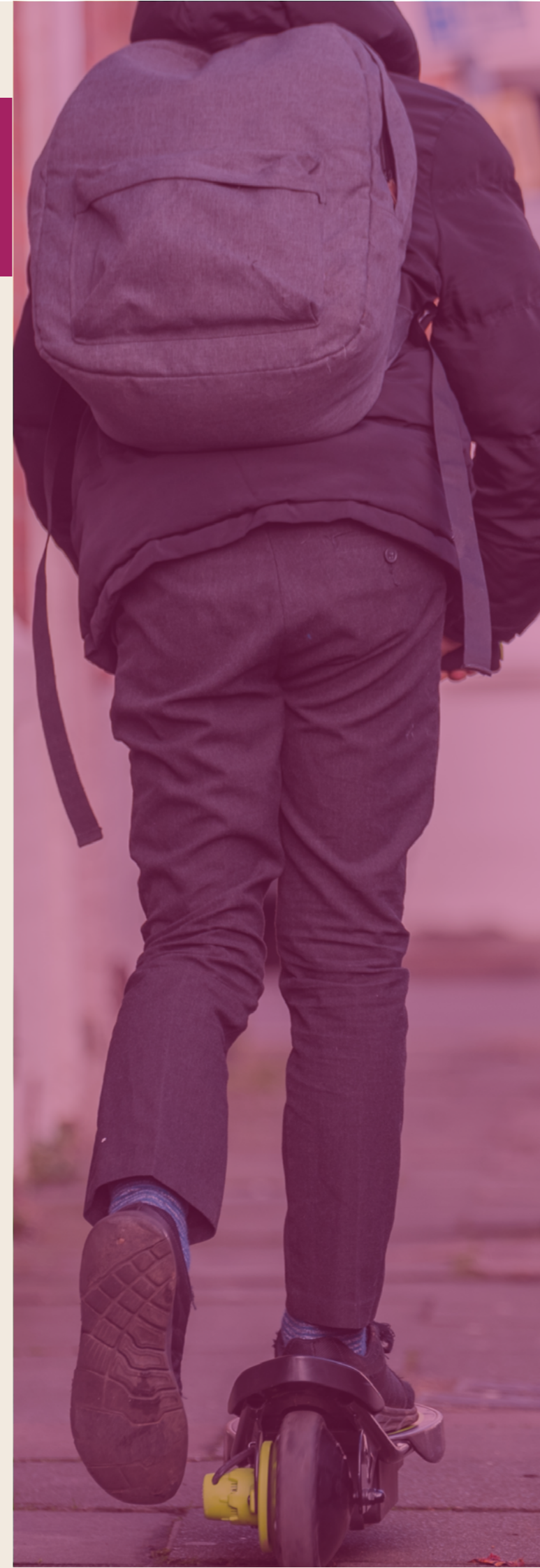
**Child-focused.** We put children and young people first in the decisions we take. They are the focus of all our efforts and energy.

**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.





## Manage stakeholder relationship for Support for Boarding grants programme

- Manage the day to day communication with all stakeholders, including families, boarding schools, support workers, other charities, and liaise with other relevant parties where necessary.
- Help resolve issues, should they arise, to ensure school placements deliver the best possible outcomes for young people.

## Oversee smooth-running of Support for Boarding grant programme

- Assess and quality assure boarding applications against criteria at annual renewal stage.
- Proactively manage risk by being alert to potential fraud or non fulfilment of grant conditions by applicants and partners.
- Ensure administration of all necessary paperwork and process grants awards in a timely manner and to high standards, liaising with all parties.
- Work with the Grants Team Manager to monitor the annual budget and complete forecasting.

## Contribute to developing the Support for Boarding grants programme

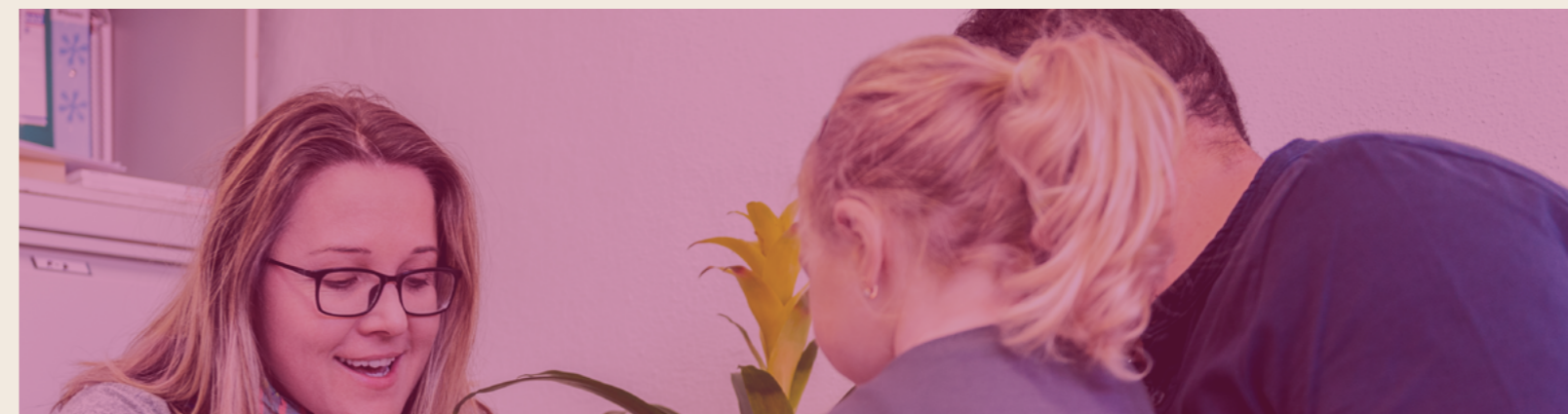
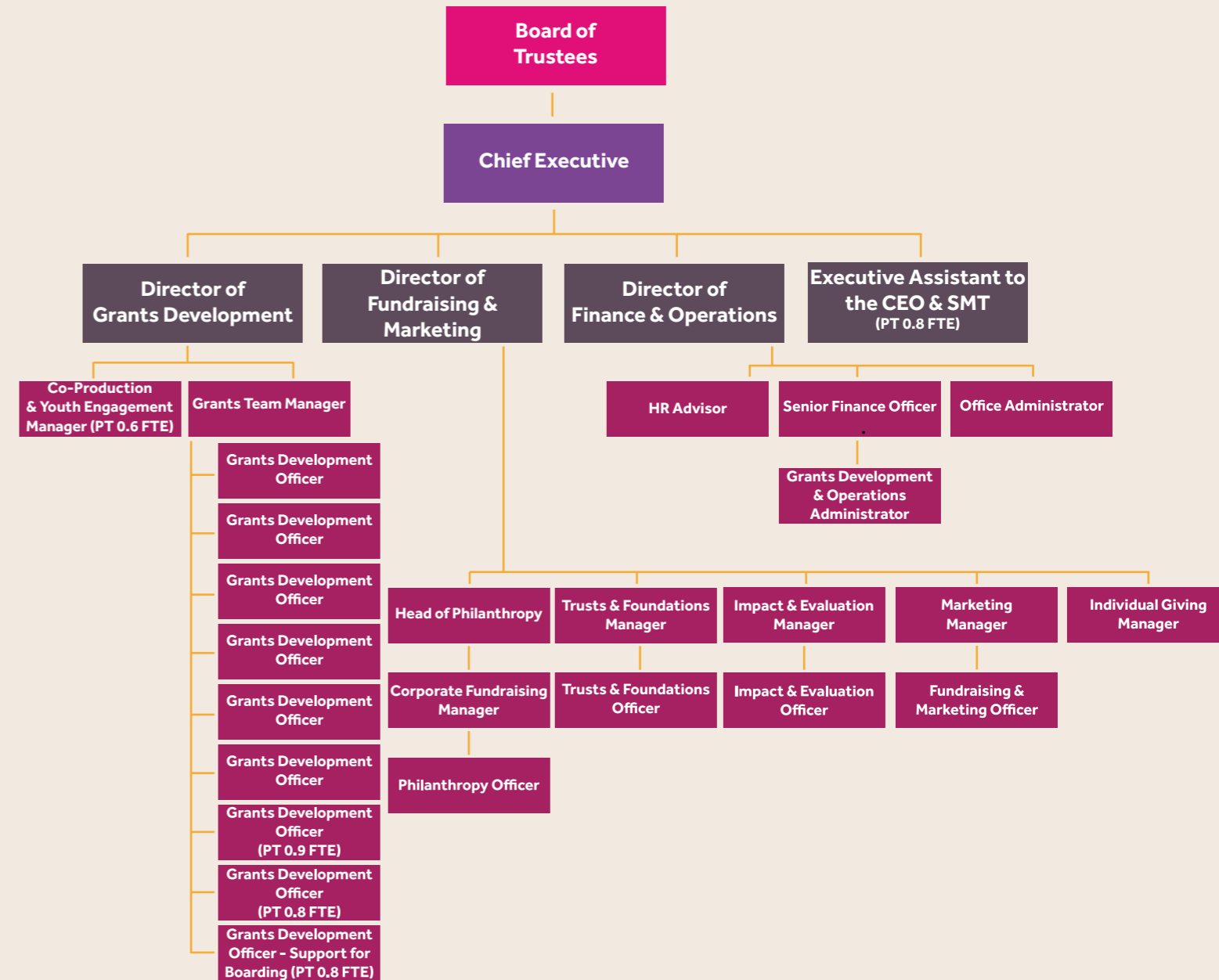
- With the Grants Team, review the criteria for boarding applications.
- Stay up to date with UK policy, research and news about boarding school, bursaries, education and the wider environment, applying knowledge to decision making.
- Prioritise Equity, Diversity and Inclusion across the team and in our grant-making.
- Support the safeguarding of all children, young people and vulnerable adults that Buttle UK has contact with.





## Experience

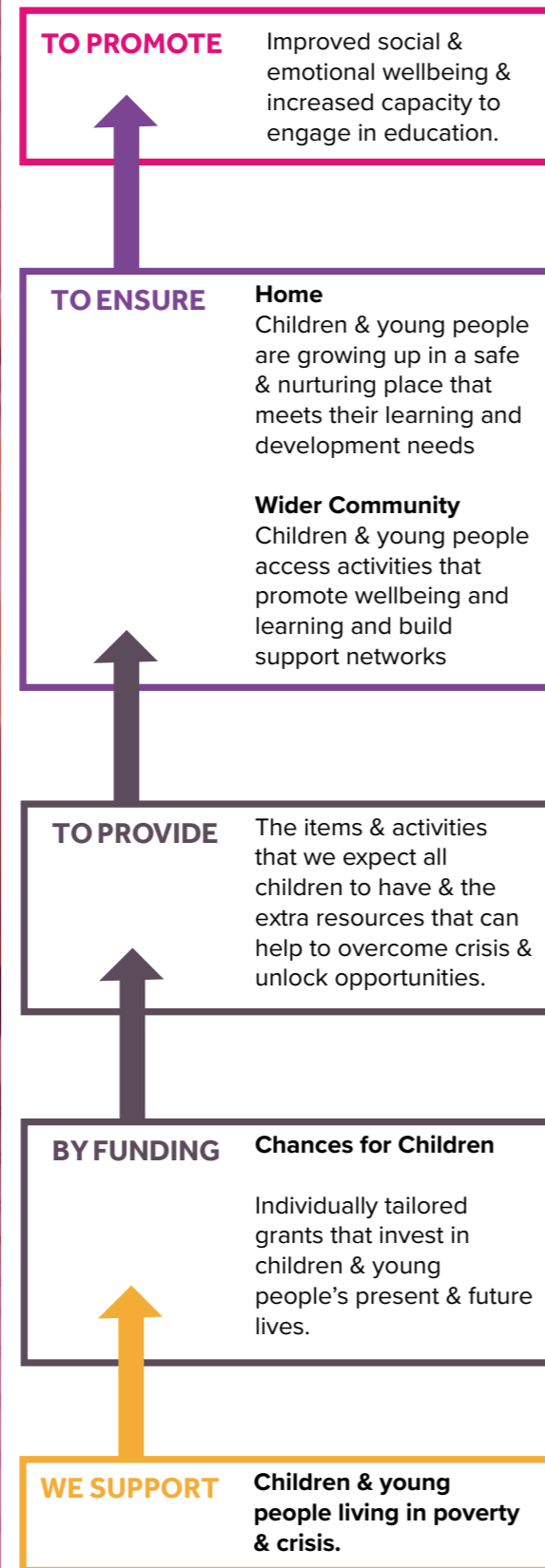
- Experience of the aims, objectives and practices of boarding schools and bursaries.
- Experience of working with children, young people and their families who are living in poverty and complex circumstances.
- Understanding of social welfare issues (such as mental health, bullying, substance abuse) on children's needs and development.
- Highly developed and sensitive communication skills with a range of people; able to provide an empathetic, supportive and professional relationship with applicants.
- Experience of working in partnership with a wide range of stakeholders in the charity and education sectors.







# Buttle UK Theory of Change



Increasing Life Chance

## Our Commitment to Equity, Diversity & Inclusion.

We welcome applications from anyone regardless of their age, experience, disability, ethnicity, heritage, sexuality, gender and socio-economic background. **We particularly encourage applications from black, Asian, and minority ethnic candidates** as these groups are strongly supported in our grant-making but underrepresented within our organisation.

To support anyone looking to apply to work for us we commit to:

- Paying for childcare for the hours in and around the interview process;
- Paying for your travel costs to the office and back for interviews if these are held in person;
- Making any reasonable adjustments to support your needs in the application and interview process.

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





## Buttle UK Background Reading, Listening & Viewing

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

### READ:

- [The history of Buttle UK](#)
- [Our Annual Review and Accounts](#)
- [Our 2020-2025 strategy](#)
- [Our latest Impact Report](#)
- [Our 2022-2023 Boarding Report](#)
- [The story of others that have benefited from Chances for Children grants](#)

### WATCH:

- [A video explaining our Chances for Children grants](#)

### LISTEN:

- [Our range of podcasts we have produced highlighting the issues and challenges children in crisis are facing today](#)

## Our Benefits

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- Salary: £17,636 - £18,564 per annum depending on skills and experience (pro rata to a full-time salary of £35,272 - £37,128)
- Part time hours - 17.5 hours per week (0.5)
- Flexible working conditions, the office-based team generally come to the office in London two days a week.
- Generous annual leave entitlement – 28 days plus Bank Holidays on a pro-rata basis
- Employer contribution to pension scheme – 7% and salary sacrifice offered
- 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

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Please complete an application form which you can find [here](#) and return it to [recruitment@buttleuk.org](mailto:recruitment@buttleuk.org)

**Applications received after the closing time will not be considered.**

## Recruitment Timetable

Activity	Date
Open for applications	Wednesday 21st August 2024
Closing date for applications	10am, Monday 9th September 2024
Shortlisting	w/c 9th September 2024
Interviews	Monday 16th September 2024

Please note that DBS clearance will be required for this role.







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