

ROLE PROFILE

Role Name	External Freelance Grants Assessor
Key Focus/ Role Purpose	Assessing applications to a variety of the Foundation's funds in accordance with the Foundation's assessment procedure
Freelance fee paid	Depends on the type of assessment
Contract	Freelance contract for services
Reports to	Head of Programmes and Grant Operations

About LCF

The London Community Foundation supports the most disadvantaged groups and communities across the Capital. We bring together companies and local philanthropists with dynamic local organisations and community groups who require funding and other resources.

We are dedicated to improving the lives of Londoners affected by child poverty, homelessness, domestic violence, unemployment, isolation, and gang crime amongst a range of issues we are tackling. With the generosity and involvement of our donors, we have invested almost £50 million in more than 9,000 grants across the capital. Our supporters include the Evening Standard Dispossessed Fund, Comic Relief, Deutsche Bank, Prudential, Land Securities, as well as individual philanthropists, statutory authorities and Trusts and Foundations.

We are one of over 46 Community Foundations in the UK, and 1500 Community Foundations worldwide. The London Community Foundation was born out of the merger of four Community Foundations in 2012 in order to be truly pan-London. Since then we have built up our resources and experience and have become the largest grant making Community Foundation in the UK.

Overview of the role

We are looking for people to join our panel of freelance external grants assessors who have first hand experience of grantmaking in London or elsewhere. The role is primarily to assess applications for a variety of programmes. The actual number of assessments will depend on the demand for the various funds we manage, there is no minimum guarantee of work.

Specific Responsibilities

- Assessing applications to a variety of the Foundation's funds in accordance with the Foundation's assessment procedure

- Ensuring the Foundation’s database is kept up to date with assessment information
- Corresponding with applicants and grantees with regard to applications

You will need to demonstrate that you have the ability to work within the Foundation’s approach to assessment. The London Community Foundation’s approach is to offer support and guidance to applicants throughout the process. The assessment is not intended as a formal interview, rather an informal chat that enables the assessor to gain a greater understanding of the organisation and their work. Assessors will need to be aware of their own prejudices and cultivate an open mind and sensitivity to different ways of doing things.

External Grants Assessor - Person Specification

Person Specification	Essential	Desirable
Previous Programme/Grant Manager/Grant Assessor experience (or similar role)	✓	
Ability to learn quickly about the community and voluntary sector, government strategies and local issues.	✓	
An understanding of financial accountability	✓	
Ability to process information accurately, provide succinct reports and work to deadlines.	✓	
Proficiency with IT and computer based information systems.	✓	
Excellent written skills	✓	
Good verbal communication skills	✓	

To apply

Please send your CV and a covering letter of no more than 1 side of A4 to info@londoncf.org.uk

For more information or to talk about the position call Andrew Jerme-Boys, Head of Programmes and Grant Operations on 020 7582 5117 or email andrew.jerme-boys@londoncf.org.uk

Closing date for application is **5pm 15th September 2017**