

May 2019

Dear Applicant

## Programmes Officer

I am delighted that you are interested in the role of Programmes Officer at the Foundation. This is a fantastic position for someone who wants to support civil society in achieving positive social change. The role sits at the centre of our grantmaking processes - developing our programmes, assessing applications and monitoring and evaluating our grants.

The Foundation runs three exciting and bold grantmaking programmes, currently focusing on arts and older people, effective use of the law and human rights by civil society in the UK and LGBTI civil society in Africa. Over time the themes of our programmes will change and our grantmaking approach will continue to evolve.

The new Programmes Officer will focus on our Strengthening Civil Society programme, that supports UK civil society to use the law and human rights based approaches for social change. You will be the first point of contact for grantholders in this programme and will be closely involved in all aspects of its development. However, you will work across all three of our programmes, as well as supporting the operations of the Foundation within a small team.

We are looking for someone who is excited by the potential of civil society to achieve social change. To be successful you will need to identify closely with the aims and objectives of the Foundation. You will understand the role grantmaking plays in achieving social change, but may come from a variety of backgrounds.

To be considered for interview you will need to send the following by email to [baring.foundation@ing.com](mailto:baring.foundation@ing.com) by 5pm on 5 June 2019:

- your CV; and
- a statement of no more than 1000 words explaining how your experience and skills meet the job description.

Please quote "Programmes Officer" in the email heading.

We anticipate interviews will be held in London on 27 June 2019. You will be informed if you are invited to interview by email by 20 June 2019. This position will be based in London and only candidates with permission to live and work in the United Kingdom are eligible to apply.

If you would like an informal discussion about this position please email me on [david.sampson@ing.com](mailto:david.sampson@ing.com).

Yours faithfully

**David Sampson**  
Deputy Director

## Job Description

### PROGRAMMES OFFICER

Full time 35 hours per week

Salary £34-£38,000 (dependent on experience) plus excellent benefits

Responsible to Deputy Director

#### Job Purpose

To work with the Director and Deputy Director across the Foundation's Grants Programmes as required, with a particular focus on the Strengthening Civil Society programme. To work flexibly as part of a small team.

#### Main Responsibilities and Duties

1. To work with the Director and Deputy Director on the strategy for Grants Programmes, taking a proactive interest in developments in Programme areas.
2. To work with the Director and Deputy Director to devise grant guidelines and procedures.
3. To manage grantmaking processes, including responding to questions from potential applicants, notifying applicants of decisions and processing grants awarded.
4. To assess grant applications, including due diligence, the assessment of the likely effectiveness and impact of a grant and how it fits with a programme strategy.
5. To engage with and support grantees, including in obtaining reports and conducting site visits.
6. To monitor and evaluate grants and to crystallise the learning from these, writing reports for these purposes.
7. To participate in meetings relevant to grants programmes and to address meetings as required.
8. To record grant information on relevant databases.

9. To minute Grants Committees and Board Meetings.

10. To be self-administering.

11. To undertake other reasonable duties.

## **Person Specification**

### Essential

1. Commitment to the aims and values of the Baring Foundation.

2. Good judge of people and organisations.

3. Understanding of the context of civil society, with a particular focus on social justice in the UK.

4. Very good communications skills, orally and in writing.

5. Very good interpersonal skills, diplomacy and ability to develop productive relationships.

6. Very good research and analytical skills.

7. Intellectual curiosity and enthusiasm to gain expertise in diverse fields.

8. Ability to work on own initiative, good at forward planning, taking on multiple tasks and keeping to deadlines.

9. Good attention to detail.

10. Willingness to work flexibly in a small team.

11. Readiness to undertake some routine tasks.

### Desirable

12. Experience of grant making processes.

13. Understanding of how civil society can use the law as a tool of social change.

14. Knowledge of the areas of focus for the Foundation's Arts and International Development programmes.