



**Grants Coordinator**  
**(North West England)**  
Information for applicants

# Welcome

In 2019, Variety, the Children's Charity, celebrated its 70<sup>th</sup> birthday in the UK. In that time Variety has supported well over 1 million children by funding nearly 6,000 Sunshine Coaches, almost the same number of wheelchairs, and thousands of grants to individual children, schools, youth clubs and other organisations for specialist equipment. Variety is also involved with a number of capital projects which transform the facilities of hospitals and SEN schools. In addition, each year tens of thousands of children are taken to special events and day trips by our wonderful *Variety Great Days Out* team and every single day we're improving more young lives. We do it with practical, tangible help. Help that makes a real and immediate difference.

Variety's rich heritage and longevity in the sector affords it some tremendously loyal supporters. It has an extensive network of volunteer committees who act as ambassadors for the Charity in both programme delivery and fundraising.

Our 70<sup>th</sup> birthday also marks a major turning point for the Charity's journey with some key appointments: a new Chief Executive, Jo Carter, joined at the end of April 2019 and a new Head of Fundraising in November 2019. Variety is currently undergoing a major review of its charitable programmes and operations to ensure that they are relevant, fit for purpose, needs driven and maximise impact to both individual families, schools and children's organisations and the wider community. The Charity's brand and digital presence is in the process of being overhauled with the aim to reach a new generation of Variety beneficiaries and supporters.

Over the past 12 months Variety have seen demand for its services increase by almost 25%. As the Charity prepares for a period of ambitious growth, we are introducing a series of new roles, as well as building on existing ones, to ensure that we have the right skills in place to deliver our plans to help more children and young people. This new role grows our regional team in the northwest from 2 to 3 staff members and will enable us to expand our work across the northwest of England. The post holder will work also very closely with our central programmes team who are based in London. While initially for 12 months, we hope to confirm the post as permanent in due course.

As we continue to develop the Programmes team which is at the forefront of the charities work, working directly with our applicants and beneficiaries, we are looking for people who have lots of energy and ambition, those who are excited about being part of a team working together to build on the amazing history of the Charity. We are also looking for people who have a natural passion for the work of Variety. Variety's head office in Camden Town is home to a small but dynamic team. This provides an opportunity to be involved in a variety of activities and cross-working with other departments but be personally responsible for managing a specific strand of our service delivery.

This is an exciting time to join the team at Variety and play a vital part in enabling many more children and young people to gain access to the support and life enriching opportunities Variety offers.

We hope you feel encouraged to apply. For more information visit [www.variety.org.uk](http://www.variety.org.uk)



**Dave King**  
**Head of Programmes**

# Job description

**Job Title:** Grants Coordinator (North West England)

**Department:** Programmes

**Line Manager:** Regional Development Director

**Location:** Manchester

**Salary:** £21,000 per annum, pro rata

**Duration:** 12 months fixed term

**Working House:** Part time, 17.5 hours per week

## **Job Purpose:**

Variety's Sunshine Coach programme provides accessible transport to schools and children's organisations all over the UK. For disabled children and those with Special Educational Needs, travelling can be challenging, exhausting and expensive. Our Sunshine Coaches provide transport solutions so that children can experience more environmental education, recreational activities and real-life experiences which build life skills centring on an increase in independence, risk appropriation, academic achievement and creativity. We also provide Sunshine Coaches to mainstream schools and groups supporting young people living with economic disadvantage.

The Sunshine Coach Programme Manager is responsible for the successful running of the programme including all elements of the grant application process, the smooth co-ordination of delivery logistics and ensuring that annual delivery targets are met. As Schools Engagement Lead, the role also acts as the departmental marketing and recruitment specialist, ensuring that Variety's school engagement and recruitment activities are effective.

## **Principal Grant Giving Responsibilities**

- Ensuring that annual grant giving targets for the North West of England are met.
- Co-ordinating and processing, in a timely fashion, all grant applications received for the North West of England, ensuring the accurate recording of information at each stage of the process.
- Providing excellent customer service, including advice and guidance to applicants and prospective applicants. This will principally be via email and over the phone.
- Liaising with healthcare professionals to ensure the suitability of equipment for the needs of the applicant.
- Overseeing the allocation and completion of application assessments to volunteers, ensuring they operate within Variety's Data Protection Policy at all times.
- Placing orders for equipment and ensuring the prompt payment of invoices
- Providing administrative support for grants committee meetings including preparing agendas and reports, attending meetings, taking minutes and ensuring actions are followed up in a timely fashion.
- Contributing to the development of audits and evaluation reports.
- Supplying the MarComms team with relevant content for written stories, press releases, our website, fact sheets and other PR related activities.
- Attending marketing and networking events as required promoting Variety's charitable programmes.
- Supporting with the organisation of Sunshine Coach and other presentations as required.
- Supporting with the delivery of Variety Great Days Out in the North West of England.
- Staying up to date with advancements and changes in the field of assistive technology.
- Supporting the Head of Programmes in the development of Variety's grant giving programmes as part of Variety's 5 year strategic plan.

### **Additional Team Responsibilities**

- Providing administrative support (e.g. financial data entry) to the wider north west of England team, as required.
- Attending and supporting the delivery of fundraising events in the North West of England.
- Playing a full and active role in the management of the North West of England office and wider activities taking place within the region.

### **General Responsibilities**

- To achieve the highest standards of safeguarding for the children and young people who come into contact with Variety by complying with all appropriate policies and procedures.
- Working within Variety's data protection policies at all time.
- To be familiar and comply with Health & Safety procedures and policy, assuming responsibility for risk management in line with Variety's Risk Assessment and Critical Incident Policies and Procedures.
- To work cross functionally with other departments, regions and countries.

# Person Specification

## Skills Required

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| Excellent administrative skills  | Essential |
| Well organised, with a track record for meeting deadlines                                  | Essential |
| Excellent written and verbal communication skills  | Essential |
| Excellent interpersonal skills, with an ability to manage internal & external stakeholders | Essential |
| Computer literate with the ability to analyse and manipulate data                          | Essential |
| Able to apply sound judgment while working independently                                   | Essential |
| Detail-oriented and highly organised with the ability to multi-task                        | Essential |
| Able to work under pressure  | Essential |
| High degree of commitment and a conscientious approach to work                             | Essential |
| Holds a full clean driving licence   | Desirable |

## Knowledge Required

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|--|-----------|
| Good understanding of the principles of customer care                                | Essential |
| Knowledge of the barriers and challenges faced by disabled children and young people | Desirable |
| Technical knowledge of CMS software (preferably Microsoft Dynamics)                  | Desirable |

## Experience Required

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|---|-----------|
| Working in a customer service environment or public facing role | Essential |
| Experience working in an administrative role                    | Essential |
| Managing stakeholder relationships                              | Essential |
| Co-ordinating meetings and small scale events                   | Essential |
| Working in a team   | Essential |
| Working with committees   | Desirable |

Variety, the Children's Charity, is committed to the principle of equality regardless of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability. We will apply employment policies that are fair, equitable and consistent with the skills and abilities of our employees and the charity. It is the responsibility of employees to apply Variety's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The post holder will be expected to contribute to the overall aims of Variety by assisting in the co-ordination and administration of any activities related to the charity. The post holder will have the opportunity to work as a volunteer on many of Variety's major events and will be expected to work together with Variety staff and volunteers in the generation of ideas and initiatives that will contribute to the growth and development of the Charity.

## Further Information

Based in our Manchester office, the post holder will report to the North West Development Director who will act as the line manager and the London based Head of Programmes who will act as the activity manager overseeing target setting performance.

Occasional evening and weekend working will be required. Variety operates a time-off-in-lieu policy for out of hours working.

Travel around the UK will be required occasionally.

**Variety, the Children's Charity, is committed to safeguarding and promoting the welfare of children and vulnerable adults.**

## Benefits

- Pension (7% contribution from Variety with 2% employee contribution)
- 25 days annual leave, plus 3 days for Christmas closure plus bank holidays
- Contractual sick pay is available after completion of 3 months service.
- Membership to a Health and wellbeing cash plan scheme on completion of a 6 month probationary period
- 'Death in Service' scheme (Life Assurance)
- Season ticket travel loan

## How to Apply

Please submit your CV with a cover letter explaining how you meet the requirements of the role to Dave King (details below). Please apply as soon as possible as we will be arranging to meet potential candidates at the earliest opportunity and may do so before the closing date.

**Closing date: 9am on Monday 02 March**

Formal interviews to take place week commencing 09 March

### Accessibility

Please inform us if you have any special requirements to enable you to apply, attend interview and to perform to the best of your ability. Any requests will not be taken into account in the decision making process.

### Eligibility

Proof of eligibility to work in the UK is required.

### Contacts for enquiries

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