



Local Volunteer Grant Reviewer

Bridge the gap-families in need CIC is a mutual aid organisation based in Hackney set up to support families and their children in need. We aim to provide a non-discriminatory service to families and their children enabling all to feel comfortable. We would love you to join our warm and friendly team and play a part in creating our future.

Purpose of the Role:

As a Volunteer Grant Reviewer, you will carefully review all the grant applications in detail, present your point of view, and evaluate the applications in terms of their overall impact on BTGFIN-CIC and the local community. You will report directly to directors, evaluating and ensuring the effectiveness of grant applications. The job holder will be required to carry out all tasks within his/her level of skill and ability.

Role Description:

- Perform grant evaluations (this will include reviewing and approving both original and amended grant applications)
- Assist in implementing the council/other grant programs to ensure the effectiveness and inform BTGFIN-CIC about all regulations and relevant compliances.
- Identify and present the strengths and weaknesses (along with any amendments needed) for all relevant funding programs
- Provides technical assistance, research, and other support services to assigned grants.
- Generate a *feasibility report* of all grant programs to the Company Directors.
- Assist management in the planning, execution and coordination of different activities that support assigned grant programs.
- For all funding and grant applications; ensure that eligibility criteria and industry standards are met.
- Assist in managing the data and record storage related to all the grants company has been offered.
- Assist management in handling internal and external communications, budgeting and analysis in relation to grant programmes that are offered to BTGFIN-CIC.

Skills:

- Excellent communication skills.
- Excellent writing skills.
- Excellent organisational skills.
- Ability to set and meet timelines.
- Attention to details.
- Ms Office
- Data analysis

Commitment

The role requires at least 6-8 hours support per week for at least one year either remote working or at our base subject to availability (depending upon the tasks assigned). We meet every 6 weeks for about 1 hour and a half to discuss updates and plans for next steps. There may be the opportunity to attend other events or activities associated with the Bridge the Gap families in need CIC Organisation. This could be a great opportunity for the right candidate to build experiences.

Bridge the gap Volunteer Grant Reviewer will be expected to work within the ethos of Bridge the Gap families in need and have high standards of practice. The need to respect confidentiality is paramount, as is a responsible and flexible approach to the work.

Candidates must be local to Hackney.

The benefits of working with Bridge the gap-families in need CIC team

- You learn new skills, gain more confidence
- Build friendships with others in a caring environment
- Work in the community with a range of other professionals
- Being part of a great team and having fun
- Flexible working hours
- Receive relevant training

Equal Opportunities

Bridge the gap -families in need CIC are committed to achieving an inclusive environment which provides equality of opportunity and freedom from unlawful discrimination for everyone who works within and accesses our organisation and services.

Ready to apply?

All applications are completed online. You'll answer some simple online questions, upload your CV and if successful be invited to a face-to-face interview with the Company Director.