**Programme Officer (Social Change)**

**WELCOME LETTER**

Imagine being told that you, or someone you love, is losing their sight.

In that moment, two profound questions demand urgent answers:

* Can this be stopped?
* How will I live my life?

At Fight for Sight / Vision Foundation, we pursue positive answers to both questions. We do this by funding the brilliant minds and bright ideas that put change in sight.

Our researchers are at the forefront of eye research, making breakthroughs and discoveries that will prevent and treat eye disease. The partnerships we build and initiatives we support are changing life for blind and vision impaired people: from tackling loneliness to supporting people who have survived domestic abuse.

We have a clear ambition, led by our CEO, Keith Valentine, who has valuable lived experience of vision loss. We’ve secured well-respected and highly engaged ambassadors and patrons, from Sir John Major to Marsha De Cordova MP.

This is an exciting time to join us, as we activate our new brand and five-year strategy.

If you share our mission and have the skills, experience and drive to contribute to our dynamic team, we’d love to hear from you.

**Role Description**

This new role of Programme Officer (Social Change) will play an integral part in ensuring our grant making has the best possible impact. Working with the Programme Manager (Social Change) and the wider Impact Team, you will be the first point of contact for potential grant applicants and deliver effective processes that ensure that anyone who applies to us for funding has a positive experience, whether they are successful or not. You will lead on all aspects of administering our Social Change grant calls and provide the rest of the team with the information needed to support robust and transparent decision-making. You will also be involved in events for our applicants and will work with colleagues to continually refine and improve our grant making processes.

**Responsible to**

Programme Manager (Social Change)

**Direct reports**

None

**Working hours and contract**

This is a permanent full-time role, 35 hours a week.

**Salary**

£26k

**Location**

Aldgate E1 and hybrid working. Minimum two days in the office and external meetings and events as required.

**Start date**

As soon as possible

**Role Responsibilities:**

**Administering grant processes:**

* Working with the Programme Manager (Social Change) to update application and guidance forms for each funding round
* Work closely with colleagues to set up the grant call in our online grant management system.
* Provide guidance to potential applicants and respond to their queries, e.g. about eligibility.
* Work with colleagues who run the research funding programme to ensure that opportunities for efficiencies and shared processes are maximised
* Process grant applications, ensuring that we adhere to the highest standards of grant making
* Assist with the preparation of papers to support our decision-making processes, including supporting our Social Change Grants Assessment Panel (SGAP) by ensuring they have all relevant information and that the meetings run smoothly.
* Following final decision, ensure that terms and conditions and award letters are sent to successful applicants and ensure a smooth transition of projects to the Programme Manager (Social Change) who will manage the active projects.

**Event support and attendance**

* Assist with the organisation and delivery of in person and online meetings and events, e.g. a feedback session for unsuccessful applicants.
* Assist with the organisation of visits relating to the social change funding programme, e.g. helping put together briefing documents, supporting with arrangements and highlighting opportunities for stories and impact with communications colleagues.

**Team support:**

* Provide support to the wider Impact team where required, e.g. working with the finance team on the processing of invoices.
* Assisting the team in keeping accurate and up to date records, including on the online grants management system and ensure that all relevant records are readily and easily available

**Person specification:**

**Skills, knowledge & experience**

**Essential**

* Health or social sciences degree or with experience of working in grant making or similar
* Experience of working in an office/ administrative environment, ideally as part of a hybrid team
* Proficient in the use of standard IT packages including Microsoft Word, Excel and PowerPoint.

**Desirable**

* Experience of working in a research or grant making organisation.
* Experience of working with committees, ideally with a health, research or charitable giving remit.
* Experience using online grant management systems.

**Personal characteristics and behaviours:**

* Understanding of and commitment to the change needed to improve life for blind and vision impaired people in the UK
* good attention to detail and focus on quality.
* Ability to understand and analyse information presented in funding applications and reports, summarise this and identify the most pertinent points.
* Ability to work flexibly and effectively as part of a small team and actively collaborate with colleagues in other teams.
* clear communicator, both orally and in writing, with an ability to respond to a wide range of enquiries, e.g. from community organisations
* Ability to effectively prioritise and time manage a varied workload.
* Proficient in the use of standard IT packages including Microsoft Word, Excel and PowerPoint.

**Flexibility**

### The role description is a general outline of duties and responsibilities and may be amended as the newly merged charity develops. The post holder may be required to undertake other duties as may be reasonably required from time to time.

**Application process:**

Please forward a CV and supporting statement, outlining your skills and experience relevant to the role and motivations for applying (two pages maximum), with the subject ‘Application for Programme Officer (Social Change)’ to [recruitment@fightforsight.org.uk](mailto:recruitment@fightforsight.org.uk) by 9 am, Monday 29 April 2024. Interviews will take place during May.

**Accessibility**

Please let us know if you have any accessibility requirements. If you are unfamiliar with MS Teams and would like to do a tech run-through before the interview, we can also coordinate that.

**Equal opportunities, diversity & inclusion**

Don’t meet every single requirement? At Fight for Sight and Vision Foundation we are dedicated to building a diverse and inclusive workforce, so if you’re excited about this role but your past experience doesn’t align perfectly with every item in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles that we have.

We have an inclusive and accessible recruitment process, including any adjustments required to support people from diverse community groups.

**EDI Monitoring Form:** Fight for Sight is an equal opportunities employer and particularly welcomes applications from people with sight loss. We treat everyone fairly and equitably across the organisation, including providing any additional support and adjustments needed for everyone to thrive. We would appreciate it if you could fill in this Equality and Diversity Monitoring form when applying for our roles. These answers are anonymous and will not affect your application: <https://www.surveymonkey.co.uk/r/VFEqualityDiversity>