

J02106 Community Grants Panellist: United in Hammersmith & Fulham

Location:	London Borough of Hammersmith & Fulham (currently home working)
Remuneration:	This is a paid post at £10.75p/h (London Living Wage), reasonable travel expenses will be provided for face-to-face meetings
Commitment:	Estimated 1-4 meetings per month, of approximately two hours, including time to pre-reading grant applications
Training:	Yes, compulsory training session (paid) in March 2021
Reporting to:	Community Grants Officer

The closing date for applications is **23:59hrs, Sunday 14th February 2021**. Interviews are likely to be either w/c 15th or 22nd February, 2021.

The organisation

UNITED in Hammersmith & Fulham (UNITED) is a [place-based giving](#) scheme that promotes, inspires and helps fund activities that deliver a strong sense of belonging in our diverse London borough.

We were created by two long established trusts serving Hammersmith and Fulham respectively. Hammersmith United Charities (HUC) and Dr Edwards and Bishop King's Fulham Charity (DEBK), as part of their joint 400th anniversary, came together to create a new entity to rebuild the tradition of local philanthropy.

Over the last two years, we have undertaken a programme of work to establish our new charity. We have the core infrastructure in place and have also established a small grants programme aimed at bringing people in the borough together to strengthen their bonds as neighbours.

This year, we had significant fundraising and grant distribution success with a community coronavirus fund, are now moving into the next phase of the development: seeking to engage with the general public and a private donors through awareness and continued fund raising for 2020-25. This is envisaged to result in an increase in community funding over the period.

We believe that everybody has something to offer. We want to involve every part of the community: the young, the old, the sporty, the artists and musicians, the listeners and mentors, parents and the carers, regardless of age or ethnicity.

We want to help everybody to be a better neighbour.

You can find out more about us at [our website](#).

United in Hammersmith & Fulham Sycamore House, Sycamore Gardens, London W6 0AS
0208 6000 652 team@unitedhf.org www.unitedhf.org

Registered Charity No: 1187649

The opportunity

UNITED is seeking to appoint a diverse group of six local people to make up the first ever Community Grant Panel who will represent and champion the needs and interests of people in Hammersmith & Fulham.

The Panel will be pivotal in the discussion and assessment of small grants applications and in making decisions to award grants to local groups.

Grants will ensure these groups can develop and implement projects and initiatives that bring people together, combat exclusion, and help the local people make positive changes towards a better life.

Responsibilities

- Collaborate with Community Grants Officer and Executive Director to agree on the fund criteria, and guidelines
- Ensure the grant applications are read in full and in advance of the discussion at the panel meeting
- Represent and champion the needs and interests of the community at panel meetings and play a role in discussions
- Use judgement to consider individual applications for funding to determine whether each application meets the criteria of the fund, as set out in the funding guidance
- Working with other panel members to, where possible, reach an agreement as to panel recommendations.
- Input into reporting on the effectiveness of grants in regards to the community benefits realised as a result of the panel

The person

We are looking for people who:

- Are residents of the London Borough of Hammersmith & Fulham
- Have local knowledge of their Hammersmith & Fulham community
- Can represent the people and the interest of the community
- Can participate in discussion about grant applications
- Will not apply for or benefit from small grants funding
- Are proven good listeners
- Have experience as team players

- Are naturally curious and inquisitive
- Are committed to making a difference to their local area

We encourage applications from diverse communities, from varied age, faith, gender, social background, culture, sexuality, and disability groups, and from a range of local areas, to reflect the borough. You will be provided with a full induction and training so do not need previous panel experience.

How to apply

For an informal talk about what being a Community Grants Panellist involves and how you can help us and your local community, please email recruit@moonexecsearch.com with 'J02106 UNITED Community Grants Panel – [YOUR NAME]' in the subject line. You will then be asked to complete a Supporting Statement form.

If shortlisted, you will be invited for a second interview with a Trustee, the Executive Director, and the Community Grants Officer.

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General Data Protection Regulations

By submitting your application, you are consenting to the processing and storage of your personal data in order that you can progress through our recruitment and management process.

We will never sell your data however we are obliged by law to inform you that should we be required to we may share your data with external agencies. This may include but is not limited to UCheck (a service for managing and processing Disclosure & Barring Service clearance applications), Hammersmith UNITED Charities (one of our founding partners who provide support services to UNITED in Hammersmith and Fulham) and our HR Advisors. We will also, as required, contact those individuals you name as your referees to confirm your suitability for the role you are applying for. Your data will only be used for your role and to comply with our statutory and legal obligations.

If your application is unsuccessful, we will retain your information for 1 month; after this date it will be safely destroyed. If your application is successful, we will retain your information for the duration of your commitment and up to 6 years after you cease employment.