SUSSEX COMMUNITY DEVELOPMENT ASSOCIATION

Job Description:

Community Grants and Compliance Manager

Reporting to: Community Development and Health Programme Manager

Work pattern: 37 hours per week based in Newhaven, with travel across East Sussex

Contract: Fixed term for 15 months in first instance

Starting salary: £35,304 per annum

The Organisation

SCDA was founded in 1997. Its primary purpose is the development of sustainable community-based regeneration initiatives addressing the economic, environmental, and cultural and community needs, and particularly addressing the needs of people experiencing complex challenges in the community.

SCDA now runs a range of projects and services aimed at supporting community involvement across East Sussex. Funding has been secured from a range of sources including Lottery Community Fund and charitable trusts as well as contracts to deliver services and run projects across East Sussex, including from the DWP, East Sussex County Council (ESCC) & Home Office.

To support its core activities SCDA also runs a number of Social Enterprises. These include Sussex Community Counselling, Denton Island Nursery rated as 'Good' by Ofsted, and a charity retail shop.

For further reading and information regarding SCDA's Vision please visit:

https://sussexcommunity.org.uk/wp-content/uploads/2026/01/Our-Vision-2025-2028.pdf

There are 12 main service areas grouped under 3 broad headings:

Health and Wellbeing – delivering counselling and suicide support and prevention through Sussex Community Counselling; delivering activities to develop active travel, environmental awareness and strengthen community resilience to the impacts of climate change; deliver activities which address the wider determinants of health and wellbeing and address health inequalities; build stewardship of actions to address loneliness and social isolation.

Vibrant Communities – developing community infrastructure and coordinating activity to identify community needs; delivering activities to support families and family learning for partners and carers of children under 8; creating vibrant community hubs as community resources; supporting an active Young People's voice in the development and delivery of services and the delivery of activities supporting local young people.

Money, Housing and Jobs – supporting unemployed people across East Sussex, specialising in those who find it hardest to find and sustain paid work; supporting access to advice, information and signposting including specialist free, impartial, quality assured, confidential specialist advice; promoting food security and access to healthy, affordable food choices; supporting community wealth building through social enterprise.

SCDA has a strong track record in partnership working and in the quality of service delivery to meet the needs of people experiencing complex challenges: supporting people and communities to thrive.

Context of the job

The organisation currently employs approximately 70 employees and delivers across East Sussex. One of SCDA's Core Values is teamwork & supporting colleagues and we therefore expect all members of staff to demonstrate flexibility within their specified job role and offer support to other team members as and when required.

Thanks to National Lottery players, Sussex Community Development Association has received more than £440,000 of life-changing funding from The National Lottery Community Fund. The funding will be used to create a community funding programme in Lewes District that enables local people to participate in deciding how grants are awarded. It will build skills and confidence among community decision-makers, supporting at least 75 new community-led projects and creating stronger, more connected, and sustainable communities.

This has been awarded from The National Lottery Community Fund's new You Decide programme - involving communities directly in decisions about funding good causes. You Decide is key to the funder's efforts to put community power, agency, and control at the heart of its funding in England - supporting communities to live happier, healthier lives. This truly life-changing funding has been made possible by National Lottery players.

The Community Grants and Compliance Manager role sits within our Community Development & Health team and will work collaboratively with local residents to co-produce a small grants programme and participant-led, decision making panel, enabling funding to be distributed to community and voluntary organisations that make a positive impact on local people and the environment.

Working out of premises in Newhaven, there is an expectation that there will be some travel across East Sussex.

The post holder will be required to work some evenings and weekends to meet service user and community needs, and to deliver community interest events. Additional remuneration is not applicable, as time off in lieu may be granted in accordance with the policy, or preferably work pattern flexed in the week before or after such events occur.

Job Purpose

The purpose of the role of Community Grants and Compliance Manager is to provide leadership and management for the project within SCDA's Community Development & Health programme. You Decide is funded by The National Lottery Community Fund and will be delivered across the Lewes District to build community empowerment and facilitate community-led decision making and ownership.

With overall responsibility for the development, implementation and monitoring of the project, the Community Grants and Compliance Manager will be responsible for ensuring the project meets its contractual outcomes and adds significant value to the local community.

The project manager will also be responsible for ensuring the sustainability of the program, through legacy planning and developing a rigorous grant making framework which prioritises sustainable activities.

Main Tasks

General Project Management:

- Lead the design and delivery of the project in line with the project proposal and contract specifications
- Work closely with the programme manager and finance department to oversee/manage the budget over the lifetime of the project
- Recruit, induct, support panel members/volunteers & if required, constructively approach any conflict resolution

- Oversee/monitor grants and their subsequent outcome and impacts, produce reports for SCDA, the funder and other external partners
- Work with the communication and marketing colleague to support the project
- Identify and apply for additional funding where appropriate

Partnerships & Collaboration:

- Identify and connect with partners across sectors to support partnership working/increase reach of project
- Coproduce a comprehensive grants framework with panel members to structure the delivery of the program using an ABCD approach in line with SCDA quality standards, vision and mission etc.
- Identify, recruit and induct people from the local community to participate in grant making panels
- Work collaboratively with other projects and activities led by SCDA
- Collaborate with Community Development & Health Programme Manager and others to ensure project spend is monitored strictly and according to budget as set by SCDA
- Ensure appropriate monitoring documentation is in place and adhered to for recording and tracking all necessary data for reporting purposes, including referrals and various outcomes/objectives.

Monitoring and Management Reporting:

- Regular & rigorous oversight and maintaining vision of the overall budget and expenditure for the You Decide project
- Support others and lead on preparing reports for SCDA, Community Lottery Fund and for any project steering groups/forums
- Meet regularly with the Community Development & Health Programme Manager for 1-to-1s and project reviews and take responsibility to follow through agreed areas of work
- Promote and comply with SCDA's policies and procedural requirements, including all HR processes.

(i) EQUAL OPPORTUNITIES

Sussex Community Development Association is working towards equality and has policies relating to the equality of opportunity in employment and service delivery. All staff are expected to comply with these policies.

(ii) HEALTH AND SAFETY

All staff has responsibility to maintain the health and safety of themselves and others within the performance of their duties in accordance with SCDA health and safety policies and to undertake specific health and safety responsibilities as necessary.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations cannot in themselves justify a reconsideration of the grading of this post.

Signed..... **Dated.....**

Person specification

Essential:

- Appropriate professional qualification, degree or equivalent experience
- Project management experience, including planning delivery, timescales and evaluating project outcomes
- Experience working in community development/third sector, including delivery and management of community development projects
- Experience of partnership working/working cross sector
- Experience of managing and maintaining oversight of large, complex budgets
- Track record of ability to accurately project plan and ensure delivery to target and budget
- Able to negotiate with influence and required diplomacy at all levels
- Management report writing, organisational and record keeping skills of a high order

Desirable qualifications & experience:

- Knowledge of Asset Based Community Development & other community development approaches
- Experience recruiting, training & supervising volunteers or service participants
- Experience of managing grants program(s)

Essential skills, abilities and knowledge:

- Ability to work with minimal supervision
- Good understanding of data protection requirements & data protection law
- Clear understanding of client confidentiality
- Good understanding and experience of MS computer systems.
- Experience of multi-tasking and multi project working.

Essential personal qualities:

- Able to work effectively on own initiative or as part of a small team
- Resilience to withstand peaks in workload
- Interest/passion in community development
- Strong communication skills
- Ability to adapt quickly/be flexible

Circumstances:

- Car driver and owner preferred as the role involves regular travel across E. Sussex some of which is rural and not well served by public transport
- To undergo DBS & health checks as required.