

1. Introduction and Background

- 1.1 The Chalkhill Community Trust Fund (CCTF) is an active independent grant making charity which aims to improve the well being and quality of life of residents of Chalkhill Estate and surrounding areas in Brent. It has investment fund of around £1.2m and is governed by a Trustee Board which meets quarterly.
- 1.2 CCTF has no current paid staff and is run on a voluntary basis by the Trustees. The Trustee body is comprised of two Metropolitan Housing Trust representatives, two Brent Councillors and two Chalkhill residents. The remaining place is for a business representative and is currently vacant.
- 1.3 CCTF wish to commission an organisation to host a Programme Officer and provide administrative support to streamline its operation and help manage a planned increase in grant making over the next three years.
- 1.4 Recent grant making activity has seen grant expenditure of approximately £70,000 p.a. (which will continue) but, in addition, an allocation of £300,000 of the capital sum is being set aside for use over the next three years.
- 1.5 The existing aims of Chalkhill Community Trust Fund are:
 - To provide or assist in provision of facilities for recreation or other leisure time occupation in the interest of social welfare and with the object of improving the conditions of life for the residents of Chalkhill including especially persons who by youth, age, infirmity, disability, poverty or social economic circumstance may have need for such facilities.
 - To provide services, advice or assistance to elderly, disabled, handicapped (whether mentally or physically) or chronically sick residents of Chalkhill who are in need, and which are specifically designed or adapted to meet the disabilities and requirements of such persons.
 - To relieve poverty amongst the residents of Chalkhill in such ways as may be thought fit.
 - Advance education and training and provide work experience to unemployed Chalkhill residents.
 - To provide public health and childcare facilities for residents of Chalkhill (but not including facilities which any public authority is obliged to provide to such persons).
 - To promote public safety and prevent crime.

The funding programmes can be seen in more detail by clicking on the following link

<http://www.metropolitan.org.uk/customers/your-local-area/brent/our-principles/>

<http://www.cctf.org.uk/>

2. Services Required

- 2.1 An experienced organisation is required to be the 'employer' of the Programme Officer who will manage the grant-making and monitoring activities. This post will be a 2-day week post, based at the Chalkhill Community Centre and we envisage a salary of £35,000 p.a. pro rata. The Job Profile is in appendix 1. The Programme Officer will report to the Chair of the CCTF and the organisation's line manager. The Programme Officer will also work closely with the Treasurer on any financial issues connected with grant applications and grant funding and be in contact with other Trustees as necessary.
- 2.2 In addition, the organisation will provide administrative services as set out in appendix 2. The Administrative role will report to the Programme Officer. This is expected to take no more than 2 days a week but can be evenly spread over the week. More work will be expected in the run up to the meetings and immediately after, whereas between meetings, administrative support will be less.
- 2.3 The organisation will be expected to arrange (in liaison with Trustees) the recruitment of the Programme Officer and the set up of a simple administrative system. It is anticipated that both functions will be set up immediately and staff will be in post by February 2019.
- 2.4 A contract will be drafted to determine the relationship between CCTF and the organisation providing services. This will be a three-year agreement, with a review and break clause at 12 months.

3. Proposal

- 3.1 The tendering process is open to all interested organisations. Organisations are asked to send their proposals by the deadline of midday Saturday 5th January 2019. The proposal should be sent to Lara Oyedele at lara.oyedele@olmec-ec.org.uk
- 3.2 Proposals should include:
- a) a track record of the organisation in carrying out this kind of work
 - b) the organisation's knowledge of the Chalkhill area and the local voluntary sector
 - c) details of how the role will fit in with the aims and activities of the organisation
 - d) details on how the new Programme Officer will fit within the organisation's structure and who will line manage the post-holder
 - e) Three year costings including the set up phase (desk space at Chalkhill Community Centre does not need to be included)
- 3.3 Any clarifications needed on the brief should be directed to Vivienne McKoy-Salt, Chair of CCTF by telephone 07827 937 990 or Lara Oyedele by email at lara.oyedele@olmec-ec.org.uk

**Tender for the administration and management of
Chalkhill Community Trust Fund (2019 – 2021)**



- 3.4 After the deadline, we may wish to clarify aspects of the proposal by telephone or face to face interview with the organisation, and we will make a decision as soon as possible after the deadline.

Appendix 1

Job Profile

Job title:	Programme Officer – Chalkhill Community Trust Fund (2 days a week)
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Job purpose:

The Programme Officer will support the Trustees in developing the Trust's funding strategy, work closely with the Chalkhill community, support applicants and assess all grant applications, manage the monitoring and evaluation process, represent the Trust at external meetings as necessary, and identify partnerships and innovative projects that advance the Trust's mission.

Main accountabilities:

Community Liaison, Research and Strategy

- Maintain close links within the Chalkhill community and undertake research to assess the residents' experience of living in Chalkhill
- Critically assess changes in the national and local environment and report regularly to the Trustees
- Communicate learning and good practice by engaging with colleagues via training, briefings, workshops and other communication channels (e.g. internet, intranet and social media)
- Engage actively in policy and practitioner networks in order to understand and influence them on behalf of the Trust.
- Help update and write the Trust's funding strategy

Grant-making and partnerships

- Identify suitable projects for funding within the aims of the Trust
- Support applicants and undertake rigorous assessments and written reports of viability, competence and effectiveness of potential partner projects
- Be actively involved in partner projects through support, networking, monitoring and evaluation
- Ensure the learning from projects is disseminated effectively in partnership with others

Managing self and personal skills:

- Perform other duties as may be reasonably required by your line manager
- Manage your own continual professional development utilising available learning resources and opportunities and own personal networks
- Agree to conduct yourself in line with the general standards of conduct and behaviour which include awareness of risk, health and safety at work, data protection, safeguarding and embracing the cultural diversity of all colleagues and residents

Key experience and qualifications required:

This section outlines the key criteria you must address when submitting your application, as shortlisting will be based on the information you supply here. Please address both essential and desirable criteria.

Essential Criteria:

- Extensive experience of developing services and fund-raising
- Excellent skills in assessing organisations' competence, viability and effectiveness
- Excellent influencing and communication skills with a wide range of audiences, including excellent report writing skills
- Experience of working with local communities

Desirable Criteria:

- Experience of working in a grant-making organisation

Appendix 2

Administration Function: Chalkhill Community Trust Fund

A2.1 Services include:

- Manage the receipt and initial 'completeness' checking of all grant applications
- Issuing grant cheques and liaising with authorised signatories
- Maintaining the management accounts of the Trust (mainly grant payments)
- Arranging the quarterly and up to two additional ad hoc meetings of Trustees, to include room booking, refreshments and distribution of papers
- Drafting standard 'offer letters' and 'grant agreements' and sending out to successful applicants
- Receipt and logging of annual progress reports and final reports
- Arranging Trustee indemnity insurance annually
- Assisting in recruitment of new Trustees (to be agreed separately as appropriate)

A2.2 To give an approximation on the volume of work, grant commitments made over the next 3 years are estimated at no more than £400,000 in total. Bursary grants are for a 3-year duration.

A2.3 It is estimated that the tasks will take, on average, 2 days a week.

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