

<b>Job title</b>	<b>Impact Officer</b>		
<b>Job family</b>	<b>Fundraising, Grants and Partnerships</b>	<b>Band</b>	<b>C</b>

**Job purpose**

The Impact Officer delivers the local grant-making and grant management process, playing a key role in supporting and learning from the children and young people’s sector. It is a case-holding role that takes a relational approach and acts as a key contact point for stakeholders internally, throughout the BBC and externally. The role supports the delivery of BBC Children in Need’s (CiN) Impact Strategy and the wider organisational strategy.

**Key responsibilities and accountabilities**

**Grant Making**

- To ensure that our external interface is of the highest standard with all stakeholders including potential applicants, applicants, grantees and fundraisers.
- To provide effective promotion, outreach and development support to potential grant applicants through a variety of means. To advise on enquiries from grant applicants/recipients and ensure appropriate feedback to unsuccessful applicants.
- To support and deliver the grant application and grant process.
- To make recommendations on decisions for small grants, based on standard processes.
- Responsible for analysing the application and grant portfolio for trends, quality and scope, and providing feedback on findings to colleagues, assessors and committee as appropriate. To contribute to BBC CiN’s learning and evaluation activities to build up knowledge from grant-making.
- In conjunction with senior impact leads, and as appropriate, support and manage the recruitment, induction, training and support of committee and assessors to maintain a skilled, well-informed and diverse team.

**Grant management**

- To provide follow up on grant issues and take responsibility for a proportion of the active grant portfolio, ensuring that grants are reported on in a timely manner and providing staff commentary on the reports.
- Actively seek to identify and manage risks and learning in the grant portfolio, including investigating problems that may arise with specific grants, referring up as needed.
- Develop deeper relationships, including through project visits to contribute to and share BBC CiN’s knowledge and learning.
- Demonstrate a relational approach in grant management activity, which supports effective outcomes for children, young people and the wider sector.
- Undertake contact, including through project visits, with grant recipients with a view to monitoring, assessing and discussing progress.
- Actively explore feedback regarding BBC CiN’s approach and processes to support a continuous improvement approach.
- Provide input at BBC CiN training seminars, convening events and similar activities for grant applicants and recipients.

**External liaison and relationships**

- Identify good practice in the work that BBC CiN funds with children and young people and support sharing of it with others in the field.
- Regularly provide updates on designated area to both shape and inform the Regional or National plan.
- Build relationships and a local profile for BBC CiN and foster good relationships with local voluntary and statutory organisations and other funders in the Region/Nation.
- Initiate, organise and support BBC CiN's influencing activities as required, based on learning from grant-making/management.
- To actively support the engagement of children, young people and those with lived experience in the work of the impact team, in line with agreed initiatives and the Impact Strategy and Business Plan.
- Take initiative in undertaking development work with groups where appropriate.
- Work with colleagues across the organisation to help deliver strategic initiatives.

### **BBC liaison and BBC CiN Appeal**

- Generate press material and work with the BBC CiN press and PR team on enquiries.
- Liaise with BBC production and other colleagues about the Appeal, promoting good working relationships and assisting in identifying material for television, radio and online stories.
- Liaise with and provide support to fundraising volunteers, organisations and others who contribute to the Appeal, both pre and post-Appeal in the Nation/Region.
- Coordinate and support a wide range of Regional/National Appeal activities and events, including appropriate support for outside broadcasts or other events as required, in line with agreed business requirements; and support the deployment of voluntary effort as needed.

### **Other**

- Attend and contribute to one-to-one and team staff meetings/reviews as required, including meetings/performance review sessions with line manager, and including overnight stays and associated travel where necessary.
- Maintain communications with line manager and update them where appropriate.
- Supervise the induction, training and work of work experience placements and volunteers to ensure the smooth running of the office and the grant-making/management process.
- Deputise for the Impact Manager where appropriate.

## **Knowledge, skills, training and experience**

### **Essential**

- Evidence of working with the voluntary sector.
- Evidence of grant making experience.
- Experience of using Windows based software and the ability to work with a database information system.
- Experience of presenting to a variety of audiences.
- A demonstrable understanding of the current voluntary and statutory sectors.
- Excellent relationship building, communication and interpersonal skills.
- Ability to organise and prioritise workload, with the ability to work quickly and effectively to tight deadlines.
- Able to work flexibly, positively and autonomously in a small and often remotely located team.

- Ability to work as part of a team.
- Aligned to the values of the BBC and BBC CiN.

**Competencies**

- **Managing relationships and team working:** Able to build and maintain effective working relationships with a range of people. Works co-operatively with others to be part of a team, as opposed to working separately or competitively.
- **Planning and organising:** Able to think ahead in order to establish an efficient and appropriate course of action for self and others. Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources.
- **Influencing and persuading:** Able to present sound and well-reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.
- **Flexibility:** Adapts and works effectively with a variety of situations, individuals or groups. Able to understand and appreciate different and opposing perspectives on an issue, to adapt an approach as the requirements of a situation change, and to change or easily accept changes in one’s own organisation or job requirements.
- **Communication Skills:** Able to get one’s message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information.
- **Analytical thinking:** Able to simplify complex problems, processes or projects into component parts explore and evaluate them systematically.

**Job impact**

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**Other information**

**For Reward team use only**

Job Code	
Definition:	Content / Content Support / Support

*This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.*