



THE Joseph Rowntree
REFORM TRUST LTD

GRANTS & PROJECTS ADVISER – Schedule of Services

Services provided to: The Joseph Rowntree Reform Trust Limited and The JRSST Charitable Trust

Reporting to: Chief Executive

The consultant may be required to work with individual Directors and/or small groups of Directors on discrete pieces of work agreed by the Board.

Time to be made available to provide services: The expectation is that this will amount to around **XX** days per week with more concentrated activity around the dates of application rounds and Board meetings.

Location: Home based with some travel to London and some meetings in York at JRRT office.

Purpose of services to be provided to the organisations above:

- To monitor policy debates & advise Directors/Trustees of political and grant-making opportunities.
- To prepare documentation to assist the Directors/Trustees to assess grant applications and projects.
- To monitor and support the work of grant recipients.
- To support and facilitate initiatives by the Directors and organise Trust events.
- To provide assistance to the Chief Executive in implementing and subsequent monitoring of the decisions of the Directors.

Services to be provided:

Keep a watching brief on political and policy developments in the Trust's areas of interest and be alert to new developments, ideas, movements, organisations and people.

Advise prospective grant applicants on the suitability of their proposals, assess grant applications, refusing those that fall outside the Trust's criteria, if necessary after consultation with the Directors and Chief Executive.

Prepare agenda notes on applications and, where necessary, include consultation with outside experts; arrange meetings; brief Directors for visits to applicants; prepare reports of visits.



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Work with the Chief Executive on the production of agenda papers and minutes for meetings of the Directors. Attend the Quarterly Meeting of Directors and other meetings as required.

Maintain regular contact with grant recipients, offering on-going support and advice where necessary. Ensure that appropriate reporting mechanisms are maintained and monitor the progress of projects.

Advise grantees on their dissemination and campaigning strategies.

Facilitate networking between grantees and arrange consultations between Trust funded projects and others.

Research areas of concern as initiated by the Directors. Write or commission briefing and policy papers as required.

Undertake new initiatives in conjunction with individual Directors to ensure successful implementation and outcomes.

Be responsible for preparing periodic reviews of grants & projects – commenting on the outcomes of Trust funded work and trends in the Trust's grant making.

Undertake any other services in support of the Trust's business as may be reasonably required.