



Recruitment Pack

Community Grants Manager

Job Title:	Community Grants Manager
Hours:	22.5 hours per week, includes occasional evening and weekends
Salary:	£28,203 FTE gross per annum (Actual salary £17,385.41) with 7% employers pension contribution
Contract:	Permanent
Location:	The role will be a combination of office, with some home working. Office based in Hopton Park, Devizes.

This recruitment pack contains:

- Information about the role (page 2)
- Job description (page 3)
- Person specification (page 5)

To apply for the role, please complete the application form and return to Nicky Theobald by email: ntheobald@communityfirst.org.uk or by post: Community First, Unit C2 Beacon Business Centre, Hopton Park, Devizes, SN10 2EY

Application Deadline
28th January 2026 at Midday

Community First is an equal opportunities employer.

About the Role

Job Title: Community Grants Manager

Hours: 22.5 hours per week, includes occasional evening and weekends

Salary: £28,203 FTE gross per annum (actual salary £17,385.41) with 7% employers pension contribution

Location: The role will be a combination of office, with some home working. Office based in Hopton Park, Devizes.

Supervisor: Deputy CEO | Head of Community & Partnership Development

Community First

Community First is a registered charity (288117) based in Devizes. As a member of Action with Communities in Rural England, we support communities across Wiltshire and Swindon. Our Patron is Her Majesty The Queen.

Community First manages a range of community-focused grant programmes across Wiltshire and Swindon. This includes the Landfill Communities Fund, which provides capital funding for community, environmental and heritage projects near landfill operator sites, and the Wiltshire Community Transport Development Fund, designed to strengthen and expand community and voluntary transport services, trial new provision and support the development of new groups.

Community First also administers community benefit funds for projects such as the Bradenstoke Solar Park Community Benefit Fund.

Together, these programmes represent a substantial and long-term investment in local community growth, environmental improvement and resilience.

Due to the nature of the work, you will be required to undertake a satisfactory DBS check.

If you would like to find out more about this position, please contact Harry Tipple, Deputy CEO on: htipple@communityfirst.org.uk or 07802688038.

Closing date: 26th of January at Midday

Interview dates: 3rd of February 2026

Community First is an equal opportunities employer. Registered Charity No. 288117. Please contact us if you would like a hard copy application form, or if you require any assistance in applying for this post.

Community First is an equal opportunities employer. Registered Charity No. 288117.

Job Description

Community Grants Manager

Job Purpose

The post holder will be responsible for the administration and operation of the Landfill Communities Fund, Community Transport Development Fund, and the administration of other community funds such as the Bradenstoke Solar Park Community Benefit Fund (BSPCBF).

Main Responsibilities

- Liaise with groups/organisations as required to provide advice and support on the various grants programmes.
- Manage the administration of the Landfill Grants Fund, the Community Transport Development Fund and community funds such as the BSPCBF.
- Prepare the budgets for the programmes.
- Monitor the expenditure of the budgets and report to the Deputy CEO | Head of Community and Partnership Development on a regular basis to update on any deviation from the budgets.
- Prepare and present reports on the programmes to funders, decision panel members and Community First Board of Trustees.
- Develop good working relationships with ENTRUST staff, respond to any enquiries that arise, cooperate fully in the annual audit, and advise Community First of any additional requirements and changes.
- Liaise with ENTRUST regarding any issues that arise in the preparation and during any grant life.
- Liaise with the Community Transport staff within Community First and the Passenger Transport Unit of Wiltshire Council in the delivery of the Community Transport Development Fund.
- Ensure that Community First is made aware of any changes to the rules/legislation with regard to any of the grants programmes and that appropriate changes are made to any procedures and paperwork.
- Lead the support for community groups in identifying and developing eligible projects which will meet with the grant giving policies of both programmes and will meet all regulatory requirements.
- Develop and present eligible applications and funding proposals for the consideration of Landfill Communities Fund Panel.
- Assist and generally advise community groups in finding additional sources of funding for their projects.
- Develop and organise events to publicise the landfill tax grants scheme.
- Identify, develop and recommend new lines of work for Community First.

- Develop close working relationships and good communication with local authorities, funding partners, voluntary organisations, and staff at Community First.
- Maintain contact with other grant advisers in the county e.g. The Community Foundation for Wiltshire and Swindon, and Wiltshire Council, to help identify and develop suitable LCF proposals.
- Attend Wiltshire and Swindon Funders network meetings.
- Attend ENTRUST Communication Forum meetings.
- Provide administration support for Community funds such as the BSPCBF annually and report to the committee any concerns that may arise.

General Duties

The post-holder will contribute to achieving the overall mission of Community First.

- Budget holders assume financial responsibility for own operational budget. Non-budget holders ensure expenditure is necessary and within budget constraints.
- Participate in the team working approach of Community First
- Take responsibility for their own development, inform the line manager of any development needs, and take part in prescribed development activities.
- Work within the agreed policies and procedures of Community First.
- Carry out such other general duties as shall be determined by the Chief Executive or Deputy CEO.
- Support other members of staff as required by the workload and by absences due to leave, sickness etc.
- Ensure that office security is maintained and confidences are not breached.

Community First is committed to Equal Opportunities and the post holder is expected to be familiar with the Equal Opportunities Policy and to complete his or her duties in a manner consistent with this policy.

This job description does not form part of the contract of employment but indicates how the contract should be performed. The job description will be subject to review and amendment in the light of experience and in consultation with the post as part of the annual appraisal process. The responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

Person Specification

Community Grants Manager

	Essential	Desirable
Skills, Knowledge & Experience (Creativity, problem solving skills & Interpersonal skills)	Experience of awarding, managing or applying for grants.	Experience within the voluntary / community sector.
	Strong knowledge of legislation, accounting requirements and good practice relating to grant awarding and reporting.	Experience of working with and managing collaborative groups, ensuring that all parties are supported to contribute.
	Experience of planning and working towards targets.	Experience of developing a grant monitoring database.
	Experience of efficiently managing and delivering a demanding and varied workload.	Experience of developing grant terms and conditions
	Ability to advise and support community groups and other stakeholders on effective community engagement	Strong knowledge or working with Microsoft 365.
	Good knowledge of GDPR compliance and data protection best practice.	Excellent all-round communication skills and the ability to communicate clearly and concisely to a range of audiences.
	Ability to plan and manage budgets effectively.	Strong administration skills.
Personal attributes (Initiative, building relationships, team working, equipment, data etc.,)	Well-organised, confident and self-motivated.	
	Ability to set own priorities and meet deadlines.	
	Ability to cope under pressure.	
	Ability to keep confidences and act with tact and discretion.	
	Tidy and well organised.	
	Flexible approach to working hours and new areas of work.	
	Ability to work effectively as part of a team as well as independently	
	Good written and verbal communication skills	