



Hampton  
Fund

Grants Administrator

Candidate Information Pack

January 2024

Hampton Fund is the working name for Hampton Fuel Allotment Charity (Charity No. 211756)

[www.hamptonfund.co.uk](http://www.hamptonfund.co.uk)

Dear Candidate,

Thank you for your interest in joining the team at Hampton Fund.

These are challenging times for many in our society, and while there is a perception of Richmond as an affluent borough - and therefore one with a lack of poverty or need - this obscures the real picture. Many in our community are having to decide whether to turn on their heating in winter, or having to choose between this and feeding their children. These are terrible choices to have to make wherever you live.

Hampton Fund has played a long serving and important role in supporting those that are struggling. We make grants directly to individuals that relieve some of the pressures those in hardship face, but we also fund many fantastic local organisations who provide a range of other, vital services.

My vision for Hampton Fund is one that really listens to and understands local needs, and strives to be accountable to the community it serves. One that is also constantly challenging itself to see if it can do things better, and therefore deliver more impact. These things are only possible with the commitment and involvement of all the organisation's stakeholders, but most importantly its staff. That is why everyone that works at Hampton Fund should feel a sense of ownership over - and every opportunity to contribute to - our organisational goals.

I want to build an open, transparent and inclusive culture. One that is based on teamwork and collaboration, both inside the organisation and out. One where there are always interesting projects to get involved in, alongside the delivery of day-to-day work. And one where staff feel well supported and have the opportunity to develop and thrive in their work.

If you would like to play a part in helping us getting vital funds to those that need them most in our local community, to relieve the burden of hardship and create opportunities to live well, then we welcome your application.

Best wishes

A handwritten signature in black ink, appearing to read 'Richard Barron', with a small mark to the right.

Richard Barron  
CEO

## Grants Administrator

We are seeking a highly organised and proactive administrator. You will play an integral part in the distribution of critical funds, and support the development new ways of working as we implement an ambitious new strategy. You will use your excellent customer care skills to provide support directly to those applying to us for help, and work closely with the small staff team to provide meaningful change in peoples' lives within the local community.

**Responsible to:** Chief Executive

**Location:** Hampton, TW12 2SA (this is an office-based role as you will be dealing with grant applicants in person).

**Salary:** £26,500 per annum pro rata

**Contract:** Permanent, Part time - 0.6 (22.5 hours per week)

**Closing date:** 3rd February 2025. *T*

*The detailed job description and information on how to apply are set out later in this information pack. Please note, we will be actively reviewing applications and interviews will be held on a rolling basis. The recruitment process may close early if a successful candidate is found.*

## About Hampton Fund

Hampton Fund is a grant making charity, supporting the needs of residents in Richmond upon Thames, with priority for those in Hampton, Hampton Hill, Hampton Wick, Teddington, Twickenham and Whitton.

We support individuals and families in our community by creating opportunities to live well though relieving the burden of financial, physical and emotional hardship. We do this directly by helping with the costs of gas, electricity and other household essentials, but also through support to local voluntary sector organisations whose work reaches those facing these challenges. Our vision is to build an empowered, resilient and compassionate community where everyone has an equal opportunity to thrive.

Despite the perception of Richmond as a wealthy borough, there are still high levels of need and disadvantage as in any urban area. The demand for our support demonstrates the need locally, reinforcing independent research, such as [On The Edge](#). Hampton Fund made over 2,000 grants to help with peoples' fuel bills and pay for essential household items in 2023/24 at a value of £1.25m. We also funded 50 local community organisations at a value

of £1.43m, covering a range of issues such as food poverty, health, homelessness, support for carers or those with disabilities.

Hampton Fund is managed by a small team made up of: Chief Executive, Individual Grants Manager, Community Grants Manager, Operations Manager and an Administrator.

## Our values

**Integrity.** We are honest, trustworthy and non-judgemental.

**Independence.** We are impartial and able to act decisively.

**Impact.** We tackle need in the community through the effective use of our funds.

## Our History

Formerly known as Hampton Fuel Allotment Charity, which is still our legal name, the charity was established by an Act of Parliament in 1811, when land owned by King George III in the ancient town of Hampton was donated to the parish of St Mary's Church. The land was rented out, and the money used to buy fuel for the poor of the parish.

By the mid-1980s our income had significantly reduced. However, the Trustees made the decision to sell land owned by the charity. In 1989 St Clare's Nursery was sold to Sainsbury's for £21.6m. The sale significantly revived the fortunes of the charity: the money was invested with the income providing support to those in need. The charity has since been able to extend the area of benefit beyond Hampton residents to Twickenham, Teddington and Whitton.

After 200 years, in 2019 we introduced our new name Hampton Fund. After all, the word 'fuel' is misleading and we don't own an allotment! The new name has helped us enormously with our marketing to reach out to more people we can help. This is one of many key changes as the charity has adapted to changing circumstances.

## Our strategic goals

### Background

In recent years, the need for support from the voluntary sector has risen, both in our local borough of Richmond as well as the rest of the UK. The impact of the pandemic and the cost of living crisis on the most vulnerable in our communities has been significant, and while the effect of these events on the broader population may be starting to be less sharply felt, the cumulative impact on the most vulnerable will have an effect for a long time to come.

In response to these crises, Hampton Fund's grant making rose by nearly 30% and we have been taking more from our endowment proportionately to meet this cost than in previous

years. Our resources are finite, and while we can consider different ways of managing them, we are the custodians of a permanent endowment and this means we must balance the needs of today and tomorrow. That means the amount of funds we can distribute in any given year will always be set within defined limits.

### **Clarifying our purpose**

We have recognised that greater clarity on the need we exist to meet, and our purpose in addressing that need, will help us to maximise the impact of these resources at a time when demand for them is so high.

The following three statements therefore summarise who we exist for, what we are here to do, and our ambitions as an organisation. From this our funding priorities will be clearer.



Our history is rooted in supporting those struggling with meeting basic needs. The term 'hardship' helps us to describe a group facing definable challenges whether financial, related to health or disability, or emotional. It captures those who are 'barely surviving' through to those who are 'just about managing'.

### **The type of organisation we want to be**

We recognise that we are an integral part of the local social care 'ecosystem' and that we can make more impact if we understand and optimise our role in this system. A constant focus on impact can make us more intentional in our approach to grant making. It can also help us develop as a 'learning organisation', one that uses the insights it gains from trying to better understand its impact to improve both its own grant making, but also in support of the work, and shared goals, of the wider social care ecosystem.

### **Our goals**

To deliver on these ambitions we have set ourselves the following goals over the next 3 years:

- We will build an agile, collaborative organisation, one willing to develop new and different approaches

- We will develop our grant making approach and processes to be of the highest quality and efficacy
- We will understand our impact and use the learning from this process to constantly seek to improve what we do
- We will communicate the organisation's purpose, grant offer and impact clearly, effectively and transparently

To support these goals we will also:

- Ensure the most effective use of our resources, both now and for the future
- Uphold the highest standards in governance
- Develop a thriving and effective staff team

## Diversity and Inclusion

It is important to us that staff and trustee reflect the views of the wider community. We recognise that there is currently an imbalance, and we will work proactively to address this.

We know that this will help us to:

- Understand better the needs of all sections of the community.
- Offer a broader range of perspectives about issues that affect our communities.
- Be more creative in generating ideas and solutions.
- Improve decision-making.

To this end we are keen to recruit people with different life experiences, different ages and from different backgrounds.

## Job Description & Person Specification

JOB TITLE:	<b>Grants Administrator</b>
REPORTS TO:	<b>Chief Executive</b>
OBJECTIVES:	To support the outreach, administration, assessment, processing and monitoring of Hampton Fund grants.
LOCATION:	Hampton, Middlesex
HOURS:	Part Time – 22.5 hours per week
CONTRACT TYPE:	Permanent

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### RESPONSIBILITIES

#### 1. Individual Grants Administration

- Answer enquiries by phone, website, email and in person. Retrieve information from the Individual Grants database to respond to queries from applicants or suppliers.
- Maintain records on the grants database, both setting up new grant records and editing existing ones.
- Run reports from the database for quality assurance or other purposes as required.
- Maintain filing and other systems supporting individual grant applications.
- Work with Individual Grants Manager to prepare papers for Individual Grants Panel meetings.
- Create and administer standard letter templates and be responsible for sending letters and other key correspondence to grantees.
- Support the assessment of Individual Grants, under the supervision of the Individual Grants Manager.
- Support the Individual Grants Manager to maintain or develop any other systems or processes that support the efficient running of the programme.

#### 2. Community Grants Administration

- Work with Community Grants Manager to prepare papers for Community Grants meetings as required.
- Assist with the filing of grant applications and supporting documents, and maintenance of the Community Grants Database, as required.
- Run reports from the Community Grants Database, and prepare additional analysis, for quality assurance or other purposes as required.
- Support the Community Grants Manager to develop and/or administer any other systems or processes that support the efficient running of the programme.

### **3. Office Administration and Operations**

- Support the Operations Manager to develop systems or processes that support the efficient running of the Individual and Community grants programmes, or the office more broadly.
- Support the Operations Manager with agreed tasks in the delivery of key projects.
- Support managers in preparation of papers for other key meeting such as Finance & Investment or Full Trustee meetings.
- Take accurate meeting notes to produce minutes for a range of internal meetings.
- Maintain office filing systems and assist in any archiving of records.
- Maintain records of expenditure and conduct reconciliation of invoices and other expenditure on a monthly basis.
- Support the smooth running of the office, including ordering stationery, preparing invoices for payment; setting up meeting rooms and welcoming Trustees or other visitors as required.
- Support communications, outreach and marketing work to promote Hampton Fund's work and grant making programmes, under the supervision of the Operations Manager.

### **4. General**

- To assist with any other tasks to support the completion of strategic projects or the smooth running of grant making processes and the office, as required by the Chief Executive.

## **PERSON SPECIFICATION**

### **Essential skills and abilities**

- Ability to manage a complex workload and adapt to changing priorities.
- An organised methodical approach to work and time management.
- Strong Excel and Word skills.
- Strong written and oral communication skills.
- Strong mathematical capability.
- Extremely accurate with excellent attention to detail.
- Caring and compassionate, with good listening skills and understanding of vulnerabilities.

### **Attitudes**

- A positive attitude, with the desire to meet or exceed set goals
- The ability to think creatively and use this to solve problems and overcome challenges
- Supportive and proactive around change and new ideas
- A commitment to promote the best interests of those facing financial, physical or emotional hardship.



- An awareness of equalities issues and a commitment to work in a non-discriminatory way.
- A willingness to be flexible in response to the reasonable needs of the Charity and in taking on appropriate new responsibilities.

## Staff Benefits

**Staff pay.** We aim to offer rates of pay at, or above, the market average. Staff salaries are reviewed annually by benchmarking our salary levels against those in the wider voluntary sector.

**Employer pension contribution.** Hampton Fund will make a contribution of 8% directly into the pension scheme so long as employees contribute an amount of at least 5%.

**Annual leave entitlement.** 25 days leave pro rata, plus Bank Holidays. An additional 3 days between Christmas and New Year will be gifted to staff if the office is closed during that period.

**Enhanced Sick Pay.** Employees who are absent on sick leave are paid their normal net basic salary for a continuous period of up to six months or separate periods of absence totalling up to a prorated full time equivalent of 100 days in any twelve-month period. Contractual sickness benefit payments include any entitlement to Statutory Sick Pay (currently £116.75 per week for up to 28 weeks).

**Professional development.** We offer a range of professional development opportunities as part of all staff's learning and development plans. Career and professional development plans form part of annual appraisal process. Staff appraisals take place once a year, but all staff have 1:1s with their line manager at least monthly.

**Volunteering Days.** All employees are entitled to take the equivalent of up to three volunteering days per leave year. These are paid days and can be taken as full days or broken up into blocks of hours as necessary. Volunteering days do not need to be used for activity related to Hampton Fund activities, aims or objectives, they can be used broadly, for example, to act as a chaperone on your child's school trip; to attend trustee meetings for an organisation you sit on the Board for, or to help with a local initiative, such as painting or gardening for a community project or building.

**Creating a positive physical working environment.** The Hampton Fund offices are close to shops and other amenities, as well as Bushy Park and Hampton outdoor swimming pool. There is a kitchen area with facilities to prepare lunch as well as free tea and coffee. For those whose work can be away from the office we also provide a laptop and mobile phone, and any other equipment to aid non-office based work, as required. There are staff/trustee away days as well as meals and get togethers throughout the year.

## How To Apply

Please send the following information to [admin@hamptonfund.co.uk](mailto:admin@hamptonfund.co.uk) **no later than 5pm on 3rd February 2025:**

- Your up-to-date CV.
- Details of two referees.
- A personal statement (no more than 1 side) outlining your interest in this role; and how you meet the key responsibilities and person specification outlined above.

Further information about Hampton Fund can be found on our website [www.hamptonfund.co.uk](http://www.hamptonfund.co.uk)

If you would like to discuss this opportunity further, please contact us at [admin@hamptonfund.co.uk](mailto:admin@hamptonfund.co.uk) and we will arrange a call.

**We will be actively reviewing applications, and interviews will be held on a rolling basis. The recruitment process may close early if a successful candidate is found.**