



**RWE**

**Norfolk Offshore Wind Zone Community Fund**  
Panel Member Recruitment Pack

# Help Norfolk Shine Brighter

**Would you like to have a real say in how this funding is invested into your community?**

The teams at Norfolk Community Foundation and RWE are passionate about helping communities in Norfolk to 'grow greener'. Through the Norfolk Offshore Wind Zone Community Fund, we will partner with the brilliant local charities and community groups in Norfolk to invest in our vibrant communities.

As a Norfolk Offshore Wind Zone Community Fund Panel Member, you will bring your knowledge and experience to help make decisions about how, when and where this grant funding is spent in Norfolk communities.

Continue reading to learn more about the background to the fund, the Norfolk Offshore Wind Zone Community Fund Panel role and what to expect from it. You will also find details of how to apply to join the panel itself.



## Who are RWE?

Norfolk Community Foundation has been appointed as community investment steward for the Norfolk Offshore Wind Zone Community Fund by RWE.

RWE is the leading power generator in the UK, and a leading renewables developer, generating enough power for around 12 million homes, with a diverse portfolio of wind, hydro, biomass and gas.

Once operational, RWE's Norfolk Offshore Wind Zone is set to be among the world's most significant generators of clean, sustainable electricity for millions of homes across the UK each year.

These projects will play a pivotal role in establishing and preserving East Anglia's status as a leader in the UK's renewable energy sector, placing the region at the forefront of our country's shift towards a more sustainable, low-carbon economy. They are expected to create hundreds of jobs locally and will keep supporting local and regional skills development programmes.

Community funds at the renewable energy projects RWE operate are helping to tackle key issues in UK communities. RWE pride themselves on the fact that these projects aren't just powering homes, they're empowering communities and helping them to thrive. Visit their website to find out more about how they are supporting communities across the UK.

[Discover RWE >](#)



# RWE

# Who are the Norfolk Community Foundation?

**We are a Norfolk based charity with a clear vision of strengthening communities from the ground up, to make Norfolk a vibrant and fairer place to live. We do this in partnership with local charities and community groups, providing them with funding, leadership and guidance. We use stories of our work to inspire local people and those with an interest in Norfolk, to give funds, time and resources to support our work.**

Through targeted grants and partnerships, we address critical issues such as food insecurity, mental health, and loneliness. Our initiatives not only provide immediate relief but also empower grassroots organisations to build sustainable solutions to the challenges local communities are facing.

The Norfolk Community Foundation is also part of a network of 47 Community Foundations working across the UK. This network offers us both opportunities for shared learning and collectively we provide national funders a mechanism to deliver hyper local support.

## Our values

**Passionate:** We go the extra mile to tackle the areas of need within our local communities

**Dynamic:** We work at pace and champion innovative and creative solutions

**Collaborative:** We partner to achieve more and work together by pooling resources, knowledge and expertise

**Trusting:** We recognise that communities know what they need to thrive

**Responsible:** We act with diligence and integrity, knowing that every penny counts



## What is a community panel?

A community panel is a group of people with different lived and working experience, who come together to help make decisions on how funding is spent in their local community. Forming a community panel is an important part of ensuring that funding delivery is accessible and responsive to emerging needs across Norfolk.

## What makes the Norfolk Offshore Wind Zone Community Fund panel so special?

In the Norfolk Offshore Wind Zone Community Fund panel there will be between 8 and 10 people joining together to make decisions about which projects should be supported with funding. This funding is a really significant investment and will be available over the lifetime of the wind farms. The community panel will be able to design what that funding looks like and how it delivers benefit in the community now and builds a legacy for years to come.



## The role of a Community Panel Member

- To share relevant local, lived and/or professional knowledge and experience to support the decision-making process.
- To assist in the prioritisation of grant applications and in making decisions regarding which applicants should be funded and how much to award.
- To review and update the Fund purpose and aims when appropriate.
- To promote the Norfolk Offshore Wind Zone Community Fund and the work of Norfolk Community Foundation as appropriate.



## The responsibilities of a Community Panel Member

- Prepare for each panel meeting by reading the application summaries provided by NCF and carefully considering each application.
- Declare any conflict of interest in relation to any application/s under consideration and abstain from discussions and decisions regarding those applications – a conflict of interest arises in circumstances where the panel member, close friends or family members, have a direct financial or personal interest in the outcome, or where the panel member has been closely involved in preparing the application.
- Ensure that comments, opinions and decisions are made on the basis of objective assessment and respect for all groups and individuals, in accordance with the Foundation's Equality, Diversity and Inclusion policy.
- Respond to requests for availability in order to set future meeting dates.
- Inform NCF if you need any further information or training to help you fulfil your responsibilities to the panel.
- To maintain strict confidentiality within NCF; panel members must not disclose any information provided relating to funding requests, panel discussions, donors or grant recipients, to anyone outside the panel unless an NCF staff member or trustee.

# The role of Norfolk Community Foundation

**Norfolk Community Foundation will be by your side every step of the way to make decision-making as easy as possible, providing training, support and guidance to help you in your Community Panel member role.**

**Pre-panel:** The NCF programmes team will have carried out due diligence checks to ensure that the applications presented to the RWE Community Panel are eligible and fit to receive funding:

The NCF programmes team will also have checked that the organisation applying and the proposed project meet the criteria of the Norfolk Offshore Wind Zone Community Fund – for example assessing whether the work is planned and costed appropriately, and the organisation is well placed to deliver the activity successfully.

NCF will prepare reports on each application which combine all this information in summary form, along with the recommendation of the assessing officer which will highlight the merits or weaknesses of each proposal. This pack of information will be provided to each panel member at least one week ahead of the panel date, and will also confirm the total funding available to allocate.

**At panel:** When required, a member of the NCF team will work alongside the panel to help provide additional insight and guidance, to support their decision-making. The NCF staff member is in a supporting role only, and is not a decision-making member of the panel.

A member of NCF staff will record the decisions of the panel, including capturing any specific feedback to applicants and other relevant action points.

**“ It is clear that the Norfolk Community Foundation is not only working, and working exceptionally well, but that it is really meeting the needs of our people and literally changing lives on a daily basis.**

- Lady Pippa Dannatt MBE,  
HM Lord Lieutenant

**“ They’ve brought knowhow, they’ve brought enthusiasm... and they’re a constant repository of great practice, good ideas, and thoughts of where we can go next.**

- Andrew Forsey,  
Feeding Britain

# Person specifications

## You may have:

- Lived experience (e.g. living with or having lived with: a disability, hardship, domestic abuse, bereavement, being a carer, etc).
- An interest in working with others to make a difference in your community.
- An interest, or experience in, environmental or green projects.

## You will be able to demonstrate:

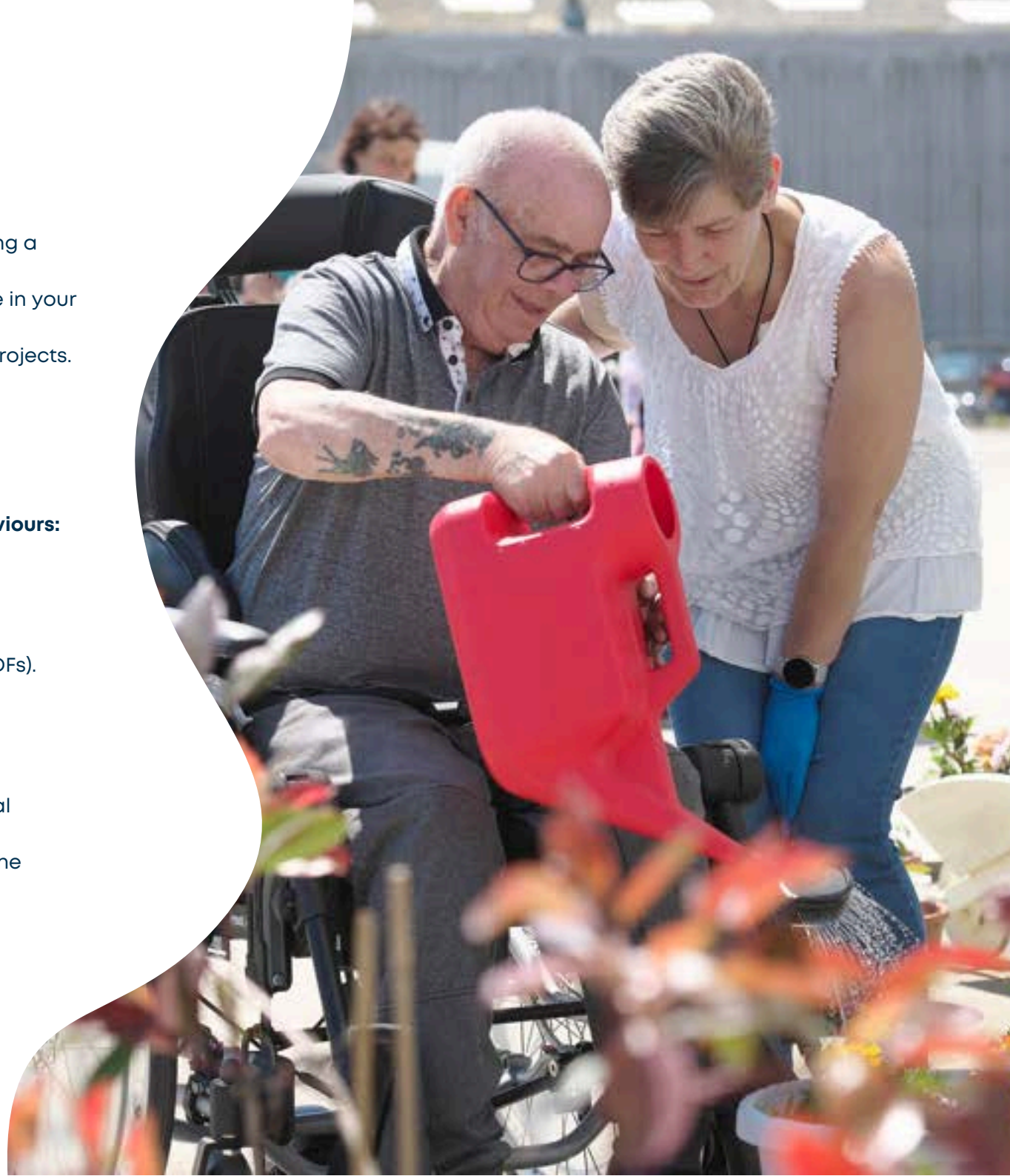
- How you are connected to your community.
- The ability to work as part of a team.

## You will possess the following competencies and behaviours:

- Good communication skills.
- Energy and optimism.
- Integrity and trustworthiness.
- Creativity and resourcefulness.
- Ability to use IT (email, Zoom/Teams, open and read PDFs).

## You will need to:

- Attend panel meetings in Norfolk.
- Be able to join online meetings.
- Give constructive comments and thoughts on potential community projects.
- Declare any conflicts of interest arising when part of the panel.





# What can this opportunity offer you?

- The opportunity to be part of a panel that is making a tangible difference to lives across Norfolk by providing funding to local projects.
- The opportunity to see the impact of your work in our county, working alongside the amazing team at RWE and Norfolk Community Foundation.
- Have your voice heard, and that of your community!
- Provide you with the opportunity to develop new skills including experience in making grant panel decisions, and working as part of a team.
- No two panels will be the same!



# Find out more and apply

If you would like to make an application please complete the Expression of Interest Form to register interest. You will be asked:

- For personal contact details.

Submit an expression of interest >

Next you will be sent an application form to complete, as an attachment to an email:

You will be asked:

- Information about you, including your personal background.
- Questions about how you are connected to your community, team-working and whether you have been on a community panel before.
- To confirm you understand the main requirements in joining the panel.

Thank you again for your interest in this role. If you require the application form in a different format, or would like to ask any additional questions, please do not hesitate to get in touch with the team on 01603 623958 or at [grants@norfolkfoundation.com](mailto:grants@norfolkfoundation.com).

Want to know more about us? Head to our [website](#) to see our work in action.





## Find out more or get in touch

-  [www.norfolkfoundation.com](http://www.norfolkfoundation.com)
-  01603 623958
-  [grants@norfolkfoundation.com](mailto:grants@norfolkfoundation.com)
-  1st Floor Carmelite House, 2 St James Court, Norwich, NR3 1SL



Together, Norfolk shines brighter  
Registered Charity Number 1110817  
Company Registration Number 05234236