

Job Description and Person Specification

Job Title	Grants Administrator
Purpose	This is a new post to provide administrative support to the Grants Team
Responsible to	Chief Executive
Salary	£7904pa / £9.50 per hour
Job Type	Part Time min.16 hours p/w (Ideally between 9am and 3pm x 3 days per week)
Location	Aylesbury, Buckinghamshire
Closing Date	2 July 2017

Heart of Bucks is proud to be one of the 46 UK Community Foundations (UKCF). UKCF is a small but influential umbrella organisation that covers the whole of the UK. As a community foundation, we secure donations from individuals, trusts and organisations that want to make a difference in the localities they are passionate about. Through providing bespoke services to our donors, we can ensure that their charitable giving is maximised throughout the county.

The Role

This is a great opportunity to take up this new role and contribute to the growth of Heart of Bucks. The role will suit a confident, discreet individual who is a flexible, clear thinker and who demonstrates a 'can do' service attitude at all times. You will be highly organised and have a friendly and positive nature. Outstanding attention to detail and a good command of written English are key attributes whilst the ability to prioritise effectively and to maintain good working relationships internally and externally with our stakeholders is essential.

Typical duties will include:

- Administration and checking of initial grant applications
- Assisting in the preparation of documentation for grants panel meetings
- Promotion and coordination of grants advice and information events
- Providing ad hoc administrative support where necessary

Main Duties

Administrative support to the Grants Officers

- Support the Grants Officers in the timely and accurate administration of “expressions of interest” and grant applications
- Monitor the grants email account ensuring prompt acknowledgement/ response to enquiries
- Import new applications to the HoB Database
- Undertake initial assessments of eligibility and compliance with grant application requirements, liaising with the Grants Officers and contacting applicants where necessary to request further information/ documentation.
- Promote grant funding surgeries and other events, including managing bookings for funding advice events.
- Assist with the preparation and circulation of papers for Grants Panel meetings.
- Assist the Grants Officers with post-panel administration and communications
- Draft written content including social media and web content
- Ensure grant applicant data in the HOB database is kept up to date and accurate.

Other duties

- General administrative support to the grants and wider HoB team including dealing with general enquiries to ensure that the foundation operates smoothly
- Assist with the delivery of internal and external conferences and events
- Meeting and greeting visitors and guests
- Answering the telephone, responding to enquiries and re-directing as necessary
- Undertake regular training to develop the role
- Other ad-hoc duties as required

Skills

	Essential	Desirable
Previous experience in a similar role		X
Practical skills and ability to multi-task	X	
Understand the need for confidentiality and discretion with sensitive information	X	
Able to manage a time-sensitive workload, coordinating range of activities at the same time with proven ability to prioritise effectively.	X	
Ability to interpret and analyse information	X	
Ability to communicate requirements clearly to a range of grant applicants using the most appropriate channel	X	
Excellent IT skills	X	
Full, clean driving licence with access to a car		X
Flexible, proactive and self-starter in approach to work and able to work with minimal supervision	X	
Excellent organisation skills, accurate, efficient and the ability to meet deadlines consistently, with excellent attention to detail	X	
Excellent interpersonal skills to be able to work with a variety of internal and external stakeholders	X	
Good initiative, enthusiasm, problem-solving approach to new challenges	X	
Able to deal with routine and sometimes mundane work, such as filing and photocopying	X	
Works equally well with colleagues in a team environment and independently using own initiative	X	
Flexibility to adjust working pattern at peak times		X
Experience in using social media		X
An understanding of the voluntary sector		X
Experience of Salesforce (or similar CRM system)		X

Personal Specification

- A confident and upbeat persona, happy to meet and communicate with a wide range of people and organisations
- Commitment to work as part of a strong team.
- Self-motivated, flexible and responds positively to opportunities.
- Enthusiastic and enjoys a new challenge.



Please e-mail your cv and a covering letter outlining why you think you are suited to the position, and how you meet the qualities in the person specification to Ashleigh Oswin
Ashleigh@heartofbucks.org

Whilst we would prefer a candidate who is able to work three days per week, we would consider other work patterns for the right candidate.

Closing date for applications is Sunday 2nd July. Interviews for short-listed candidates will take place shortly afterwards.

We reserve the right to withdraw this advert at any time due to high volumes of applications

