



Job description and person specification

Job Title	Grant Programmes Administrator
Purpose	To support the delivery of HoB's funding programmes through the administration and assessment of grant and loan applications and post-funding monitoring processes, including advice to applicants.
Responsible to	Chief Executive
Salary	£22,000 p/a (pro-rata)
Job Type	Part-time - 30 hours (ideally four days per week)
Location	Aylesbury, Buckinghamshire
Closing Date	20 th June 2018

Heart of Bucks (HoB) 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 their local communities. Our aim is to ensure that charitable giving is maximised throughout the county and distributed to the widest possible range of community groups through our programme of grants and loans and occasionally to individuals through our crisis funds.

The role

This is a great opportunity to join the small, friendly enthusiastic team at Heart of Bucks and contribute to our growth and expand our reach into communities county-wide. If you understand the importance of the voluntary sector in making a difference to so many lives, then this could be the role for you.

As a professional grant making organisation our role is to encourage and support the sector by providing expert advice and guidance to organisations who are applying to us for funding. Last year, we made over 230 grants totalling more than £760,000 to voluntary organisations in Buckinghamshire.

The role will suit a confident individual who is a clear organised thinker, able to demonstrate a positive friendly attitude at all times and to engage with a wide range of people and organisations. You will need excellent attention to detail and strong clear, but tactful, communication skills, including a very good command of written English. The ability to prioritise effectively and manage competing priorities and meet deadlines consistently is essential for success in this role.

Main duties

Grant and loan programme management:

- Grants and loan programme administration, including processing applications, carrying out due diligence checks and processing end of grant monitoring
- Liaise with the Community Development Advisor and/or applicants to seek further information and to provide advice and support through the application process as necessary
- Use of our Salesforce database to ensure records are accurate, up to date and GDPR compliant
- Provide support to our independent grants panel, including producing application packs, communicating decisions to groups and pre-payment governance checks
- Communication with programme funders, to ensure that our delivery scheme complies with all agreed requirements and conditions of the fund agreement
- Maintain an in-depth knowledge and understanding of the range of HoB funding and a good working knowledge of external funding and other information and advice sources
- Assist the Finance Manager in ensuring that the grant and loans programmes are delivered within budget and monitor the timely repayment of loans, liaising with recipients where necessary

- Support the CEO in the research, development and organisation of new funding programmes

General:

- Keep up-to-date with relevant legislation and best practice affecting HoB's work
- Contribute to projects focusing on areas of need across the county and trends in the local third sector
- Attend events including relevant training, conferences and receptions as required
- Other relevant duties as required

Person Specification

Skills	Essential	Desirable
Previous experience in a similar role		X
Understand the need for confidentiality and discretion with sensitive information	X	
Proven ability to prioritise effectively to meet deadlines	X	
Ability to interpret and analyse governance and financial information	X	
Excellent IT skills	X	
Tactful, clear communication skills, including a good command of written English	X	
Numerical literacy	X	
Excellent interpersonal skills, to work with internal and external stakeholders	X	
Knowledge	Essential	Desirable
Experience of Salesforce (or similar CRM system)		X
An understanding of voluntary sector governance		X
Knowledge of the voluntary sector and voluntary sector funding		X
Knowledge of the voluntary sector in Buckinghamshire		X
Personal profile		
Flexibility to adjust working pattern at peak times		X
Good initiative with a problem-solving approach to new challenges	X	
Confident and upbeat persona, happy to communicate with a wide range of people and organisations	X	
Proactive self-starter and able to work with minimal supervision	X	
Commitment to work as part of a strong team	X	
Willingness to travel occasionally to different locations across Bucks	X	

How to apply

Please e-mail your CV and a covering letter outlining how you are suited to this position, and how you meet the qualities in the person specification to Peter Costello: Peter@heartofbucks.org

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

Closing date for applications is 20th June 2018. Interviews for short-listed candidates will take place on 27th June. We reserve the right to withdraw this advert at any time due to high volumes of applications.