

Grant Officer - Job Description

1.	JOB TITLE: Grant Officer – Full Time 37.5 hours per week The role is an initial 2 year fixed contract. However, the Charity hopes to be in position to extend the contract or make the position permanent.
2.	PURPOSE OF JOB To assist the Grant Director in the delivery of a wide variety of grants to community and environmental projects by undertaking grant evaluation, administration and monitoring activities.
3.	ORGANISATION AND JOB CONTEXT The post will be formally based at the Head Office in Whitsundoles, near to Salford, just outside Milton Keynes. However, there will be the option to work from home for part of the time, if practical and safe to do so. The post is part of the Grant Team and reports directly to the Grant Director. The post holder will also need to be prepared to fit in with the needs of the business and work flexibly at times (e.g. attending occasional evening meetings or staying away overnight to facilitate an early start).
4.	PRINCIPAL ACCOUNTABILITIES a) Project Evaluation Evaluate the risk, need for and benefits of applications received seeking funding, taking into account funding criteria for a range of different grant programmes. b) Grant Administration Administer grants awarded and ensure that the expenditure is compliant, with agreed milestones throughout the duration of the grant. c) Asset Monitoring Monitor any grant-funded assets to ensure on-going compliance with GrantScape's grant-making terms and conditions and procedures. d) Communication Communicate and deal effectively with a range of people making grant enquiries by phone or by email. Raise the profile of GrantScape, supporting the Chief Executive and Marketing and New Business Director in implementing relevant action plans. Actively participate and contribute effectively in team meetings.

e) Reporting

Collect and record data and information using the tools provided (e.g. the grants database), and prepare reports, ensuring that information is well presented, accurate, and meets the needs of GrantScape's client's and the grant recipients.

f) Business Development

Contribute to the business planning process and help implement action plans to improve the quality of the grant assessment, evaluation and administration services to help develop the business.

NOTE

The above is not an exhaustive list of duties and you will be expected to perform different tasks as required to help meet GrantScape's objectives.

Grant Officer - Person Specification

Specification	Essential	Desirable
Physical attributes	<ul style="list-style-type: none"> - Good attendance record with few absences from work. - Tidy appearance - Good timekeeping Record - Full UK driving licence with access to a car 	<ul style="list-style-type: none"> - Excellent attendance record - Smart appearance - Excellent time keeping record
Disposition	<ul style="list-style-type: none"> - Confident and able to take responsibility for the delivery of day to day and delegated tasks - Sensitive to the needs of others. 	<ul style="list-style-type: none"> - Demonstrates a positive outlook and is self-motivated and enthusiastic.
Education/ training	<ul style="list-style-type: none"> - 5 GCSE's at Grade C or above. 	<ul style="list-style-type: none"> - A grant/project management qualification or relevant experience - Educated to 'A' level standard
Management Skills	<ul style="list-style-type: none"> - Able to participate in the company developments and growth 	<ul style="list-style-type: none"> Ability to identify inefficiencies, and make suggestions as to how processes can be improved.
Specific job skills.	<ul style="list-style-type: none"> - Able to persuade, negotiate and influence. - Able to communicate well with the ability to listen, check understanding and establish rapport. - Skilled in working as a team player and independently - Ability to understand basic financial information including profit and loss, capital and revenue expenditure. 	<ul style="list-style-type: none"> - Ability to analyse, interpret and evaluate information, carry out risk assessments and write good reports - Skilled in questioning, giving and processing feedback and making judgements.
Computer skills	<ul style="list-style-type: none"> - Skilled in the use of Microsoft Office Applications Word, Excel, PowerPoint - Good social media skills 	<ul style="list-style-type: none"> - Ability to use Microsoft Publisher and Photoshop - Basic skills in the use of grant databases.
Experience	<ul style="list-style-type: none"> - Work experience in a "people" environment and as part of a team 	<ul style="list-style-type: none"> - Some experience in grant-making and/or project management - Experienced in organising, prioritising and work planning. - Experienced in working to deadlines and within budget.
Special Circumstances	<ul style="list-style-type: none"> - Able to work evenings and (very occasional) weekends when required. - Able to travel within the UK, and 	

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	<p>occasionally, stay away from home, potentially for up for 2 nights consecutively.</p> <p>The applicant must be able to confirm they can travel independently to and from the head office as the location is not accessible by public transport.</p>	
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