**Grants Officer** (May 2022)

**Summary of role**

Responsible for supporting all aspects of the Trust’s grant management and contributing to the wider development of the Trust’s grant making and related activities.

Salary in the range £28,000 - £33,000 pa depending on experience (plus pension contribution and other benefits)

**Main duties**

* Contribute to managing all grant programmes within the team’s portfolio of funds.
* Undertake assessment of applications and present recommendations for decision-making.
* Undertake post-award grant management, exercising judgement about where variances, changes or problems can be agreed or need further consideration or authorisation to ensure deliverables are achieved.
* Provide operational support to the Trust’s grant management processes, taking day to day responsibility for regular tasks, including but not limited to, activities such as co-ordinating external assessors, organising moderation meetings, and post-Board correspondence
* With colleagues, ensure that all data held in respect to grants and grant holding organisations is well managed.
* With colleagues, continually review grant making procedures and systems and recommend improvements to contribute to the team’s efficiency and effectiveness and provide a quality service to stakeholders.
* Contribute to the creation of application, assessment, and post-award management materials, and to the development of all aspects of new funding programmes.
* With colleagues across the Trust develop use of the Trust’s online grant management system to improve effectiveness and efficiency of grant making
* Initiate ideas and collaborate with colleagues to undertake appropriate work to pursue ways to add value to the Fund’s grant making.
* Contribute to the Fund’s development by being alert to, and developing a good understanding of, relevant issues relating to the Covenant, the voluntary sector and grant making.
* Manage own workloads and collaborate with colleagues on shared tasks and projects, to ensure milestones and targets are met.
* Any other duties as reasonably expected.

**Person specification**

Essential:

* Experience of working for a charity or not-for-profit organisation.
* Experience and knowledge of grant making and/or contract management in a not-for-profit environment.
* Ability to use judgement in analysing written and financial information.
* Experience of preparing and presenting financial and written reports to colleagues and seniors.
* Excellent MS Office skills (Word, Excel, Powerpoint) and experience of using databases.
* Excellent organisational and administrative skills.
* Ability to multi-task, work in a dynamic environment and to remain calm under pressure.
* Ability to deal with sensitive and/or confidential information.
* Excellent written and verbal communication skills.
* Ability to work independently as well as in a team.

Desirable:

* Grant making experience for a charitable trust or foundation, or public sector grant maker.
* Evidence of having contributed to the improvement of operating procedures in relation to data and/or financial management
* Working knowledge of grant management systems – ideally BBGM (formerly known as GIFTS) or Customer Relationship Management systems
* Evidence of interest in and commitment to the work of the Trust.
* Personal knowledge or experience of the Armed Forces community.