

Position:

Grants Administrator

Applications must be received by
12pm on 1st December 2024

Interviews to be held
week commencing 9th December 2024

About Shropshire Community Foundation (SCF)

SCF is a grant-awarding charity helping local voluntary and community groups. Our aim is to make a real difference to the lives of vulnerable, isolated and disadvantaged people in Shropshire (including Telford & Wrekin) . We do this through generating and investing donations and endowments, securing statutory funding, and delivering grants which address specific challenges and needs in local communities.

We champion local giving, building partnerships with like-minded individuals and organisations who also want their local communities to thrive.

See www.shropshirecommunityfoundation.org.uk

Vision and Mission

SCF exists to provide a service to potential beneficiaries and donors in the whole community. **We connect people who care with causes that matter.**

Our vision - United, thriving communities across Shropshire where the people are happy, healthy, and fulfilled.

Our mission - Through philanthropy, to build a long-term source of sustainable, strategic grant funding for the good of those communities and people most in need across Shropshire.

Conditions of Employment

Job Title:	Grants Administrator.
Hours:	15-20 hours per week.
Contract:	Permanent.
Salary:	Circa £15 per hour depending on experience.
Pension:	5% contributory pension (if eligible).
Holidays:	20 days per annum in addition to public holidays (pro-rata).
Probationary Period:	6 months.

JOB DESCRIPTION

Reports to: Chief Executive Officer

Direct Reports: -

Job Purpose

The Grants Administrator will play a crucial role in the smooth and efficient delivery of SCF's grant-making programmes. Providing comprehensive administrative support for the entire grant process from the initial application stage, assisting with the application process, reviewing applications for eligibility, and liaising with applicants, to the final reporting and evaluation. The Grants Administrator will also support the Chief Executive Officer and board of trustees with wider administrative tasks consistent with the delivery of our strategic goals. The ideal candidate will have strong organisational skills, a passion for community development and an interest in helping local organisations to thrive.

Key Duties and Responsibilities

1.	Provide efficient responsive administrative support to the SCF endowment and flow through grant programmes. Prioritising work effectively and as directed by the Chief executive officer
2.	Liaise closely with finance, marketing and other business colleagues and stakeholders to ensure a seamless grant administration process, share stories of impact and promote grant success stories.
3.	Be a responsive first point of contact for grant applicants, answering inquiries via phone, email, and in person, ensuring enquiries are picked up promptly, channelled appropriately and ensuring they are acted upon
4.	Provide guidance and support to grant applicants throughout the process, including troubleshooting technical issues with the online grant portal.
5.	Prepare and distribute communication materials, such as application guidelines and reporting templates, to grant recipients. Manage the collection and tracking of monitoring reports from grant recipients, ensuring timely submissions.
6.	Prepare and maintain accurate records and documentation for all grant applications, assessments, approvals, and evaluations.

7.	Convene grant assessment panels, including scheduling, preparing documentation, and providing administrative support during panel meetings
8.	Undertake initial quality monitoring and checks to ensure that projects meet the grant requirements, chasing actions with other team members and escalating any concerns or issues promptly to the Chief Executive officer or relevant colleagues
9.	Contribute to the preparation of board papers and presentations for internal and external stakeholders including analysis on the outcomes and impact of grants.
10.	Support the generation of case studies, grant reports, claims and the and the implementation of actions arising from these as required
11.	Collaborate with the finance team to track grant budgets and expenditures and assist in financial reporting relating to grant funding
12.	Identify and research new funding opportunities and assist in the development and writing of grant proposals
13.	Apply SCF policies consistently including GDPR and record keeping, confidentiality and use of personal information, and supporting the team's compliance with funding and contractual obligations
14.	Make recommendations for continuous improvement for improving the grant administration process to enable greater efficiency and effectiveness to further strengthen our systems and processes
15.	Provide flexible support to the wider business as reasonably required, fulfilling administrative duties as requested, so that expertise is deployed to meet business priorities at a level consistent with those outlined in this job description
16.	To fully utilise the Salesforce CRM system for the grant making process and to assist with populating other areas of the system, running reports and undertaking campaigns.
17.	To contribute actively to meetings as required and take minutes if requested
18.	Commit to the mission and values of Shropshire Community Foundation and promote SCF in a positive and professional manner acting as an ambassador for the charity.
19.	To provide management information, professional intelligence and other support to staff and the CEO and trustees as required.
20.	Undertaking any duties not included in the above description which may be required by the Chief Executive Officer which are commensurate with the responsibilities of the post.

Person Specification

Experience & Knowledge	Essential or Desirable	How Evidenced
Business Administration qualification minimum at Level 2 - or significant previous experience in an administrative role, preferably within the charity or grant making sector.	Essential	Application & Interview
Knowledge of the Shropshire, Telford and Wrekin voluntary and community sector	Desirable	Application
Knowledge of grant making processes, or funding landscapes is desirable but not essential.	Desirable	Application & Interview
Experience working with people, providing good customer service	Essential	Interview
Experience of meeting deadlines and prioritising own work	Essential	Application & Interview
Experience of working with regulations, guidance and within a set of rules	Desirable	Application
Working flexibly to meet demand	Desirable	Application
Successfully attracting funding in the private, charity / or public sectors.	Desirable	Application
An understanding of and commitment to the voluntary sector and familiarity with philanthropy and grant making.	Desirable	Application
Knowledge of place and relationships in Shropshire/Telford & Wrekin and commitment to its communities	Desirable	Application
An understanding of the needs and challenges across the county	Desirable	Interview
Knowledge of the legal environment - charity law, GDPR and professional codes and standards.	Desirable	Application

Skills & Abilities	Essential or Desirable	How Evidenced
Ability to work accurately with close attention to detail	Essential	Interview
Strong IT skills, including proficiency with Microsoft Office Suite (Word, Excel, Outlook) and experience with Salesforce or other grant management software.	Essential	Application & Interview
Excellent English skills both verbal and written minimum at level 2, with a professional and courteous manner when engaging with stakeholders	Essential	Application & Interview
The ability to inspire, engage and build trusted relationships with all stakeholders especially beneficiaries	Essential	Interview
Thoughtful, empathetic communicator able to listen and engage in a broad range of settings with a variety of people	Essential	Interview
Well organised and efficient	Essential	Application & Interview
Ability to understand funding regulations and compliance requirements	Essential	Application & Interview
Demonstrable interest in community development and social impact.	Desirable	Application & Interview
Understand and be able to demonstrate a commitment to Equal Opportunities and Diversity	Essential	Application
Ability to maintain confidentiality and handle sensitive information with integrity	Essential	Interview
Good maths skills at a minimum level 2	Essential	Application

As well as possessing the necessary qualifications, skills, knowledge or experience, having the right mindset and behaviours which are in line with our company values is equally important

Personal Qualities	Essential or Desirable	How Evidenced
Excellent organisational skills, timekeeping and reliability with the ability to manage multiple tasks and meet deadlines	Essential	Interview
Resilience, positivity and team working	Essential	Interview
Collaborative and generous, able to connect and forge relationships	Essential	Interview
Ability to prioritise own tasks and workload		
An understanding and commitment to removing barriers and creating environments that support equity, diversity and inclusion	Essential	Interview
Ability to work independently and as part of a small, dedicated team.	Essential	Interview
A proactive, problem-solving approach and the ability to work in a fast-paced, dynamic environment.	Desirable	Interview
Appreciative of different perspectives	Desirable	Interview

How to Apply

Interested candidates should submit a CV and covering letter explaining why you consider yourself to be ideal for the position, based on the job description and person specification details.

Please email the Chair of Trustees (Selina Graham) clare@shropshirecf.org.uk or send your application by post to The Chairman of Shropshire Community Foundation, Belmont House, Sitka Drive, Shrewsbury Business Park, Shrewsbury SY2 6LG

The closing date for applications is **12pm on 1st December 2024**. Interviews will be held week commencing 9th December 2024 with the successful candidate taking up their post as soon as possible.

Please note that only successful candidates will be contacted for interview.

The Community Foundation is an equal opportunity employer and encourages applications from individuals of all backgrounds.