

Job Description

Job Title: Grants Officer

Location: Worcester – office based.

Reporting to: Chief Executive

Background

The Eveson Charitable Trust is an independent grant-making trust and a registered charity. We award around 300 grants a year worth approximately £3 million in Herefordshire, Worcestershire and the West Midlands and have long-standing relationships with many of our beneficiary charities. For more information, please see our website www.eveson.org.uk. The Trust is going through a period of development both in its operations and in its grant-making. This is a new role joining a team of two other staff and the successful applicant must be comfortable working in a small team and coping with change.

Job Purpose

To provide support to the Chief Executive and the Trustees with the review of grant applications and the administration of the grant award process.

Grants

1. Maintain a detailed knowledge of the Trust's grant-making policies and the wider third sector environment.
2. Review applications within set timescales to check that requests for funding comply with the Trust's remit and fund criteria. Sense-check project proposals and budgets. Review the applicant charities' accounts and complete the application summary for the Chief Executive and Trustees, uploading files into Teams.
3. Contact applicants as necessary by phone or email to obtain additional information relating to the application and to resolve queries.
4. Add or edit data on the database as required to maintain accuracy and completeness of information.
5. Prepare grant award emails and other emails, letters and labels as required.
6. Set up and maintain grant payment schedules on the database including follow up of grant conditions.
7. Produce the quarterly Grants Control report and other reports as required.
8. Monitor grants not yet paid and take appropriate action under direction from the Chief Executive.
9. Help to prepare the Board packs including scanning, photocopying and posting as required.
10. Attend meetings as required; some meetings may be held online.
11. Visit grant applicants or grant holders as required.
12. Assist with the organisation of events for applicants and grant holders and attend the events themselves as required.

Finance

1. Prepare the list of payments for authorisation.
2. Enter payments into online banking systems.
3. Enter grant payments onto the database and update the payment schedules and Decisions Reports.
4. Maintain the cash book as required.

Website

1. Upload information to the Trust website and edit as necessary.
2. Collate photos collected by the Trust and file the necessary consents.
3. Contact grant beneficiaries to agree the 'Grant Awarded' article on the website for their grant and arrange the relevant photo.

Other

1. Implement the Equal Opportunities Policy into your daily activities.
2. Be responsible for your own health and safety and that of your colleagues, in accordance with the Health & Safety at Work Act (1974), including reporting any health and safety hazard immediately you become aware of it to the Chief Executive.
3. Work in accordance with the Data Protection Act 2018.
4. Attend training as required.
5. Maintain the confidentiality required by the Trust and its applicants and beneficiaries.
6. Cover for colleagues as required during holiday or absence.
7. Carry out practical tasks around the office eg dealing with the post; opening and locking up the offices as required and servicing meetings as required.

This job description reflects the current scope of duties and responsibilities of the role. The post holder may be asked, and is expected, to undertake any other duties commensurate to the grade of the post. As duties and responsibilities change and develop, this job description will be reviewed and may be subject to amendment.

Person Specification

- Experience of charities and grant-making, either through working for a grant-making organisation or as a fundraiser applying for grants.
- Very high standard of literacy and numeracy.
- Excellent communications skills, written and verbal. Confident in business communications.
- Strong IT skills, confident in the use of MS Office and databases; use of spreadsheets, email and Zoom/Teams. Experience of Salesforce and WordPress would be an advantage.
- Good working knowledge of the governance and financial management of charities; able to read and interpret charity governing documents, charity accounts and other financial reports.
- Accurate with a high attention to detail

- Good organisation skills
- Discreet
- Able to deliver work to a deadline.
- A bright and positive attitude
- Willing to do basic practical jobs to support the effective functioning of the office.
- Able to work independently and with integrity.

Terms and conditions

- Contract: 12-month fixed term contract with possibility of permanent employment.
- 3-month probationary period.
- Hours: 28 hours per week worked over 4 days Monday to Thursday 08.30 am to 4.30 pm.
- Salary: £20,791 – 22,393 (£26,000 - 28,000 p.a. pro rata)
- Twenty-eight days leave per annum pro rata and statutory holidays pro rata. 3 days' holiday must be taken during the Christmas shutdown.
- NEST pension with employer contribution at 4% of gross earnings.

Closing date 28th April 2021

How to apply

Please send an email to recruitment@eveson.org.uk by 17.00 on 28th April 2021 with the phrase Grants Officer and your name in the subject line. You should attach a CV and a covering letter stating why you are suitable for the role.

We will treat all applicants equally irrespective of sex, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, or political beliefs.

Interviews

First interviews will take place on Zoom week commencing 4th May. Applicants invited to interview will be asked to provide evidence of their right to work in the UK and will also be asked to complete an analysis exercise as part of the interview process.

The Eveson Charitable Trust, 3 Sansome Place, Worcester, WR1 1UQ

Reg. charity no. 1032204.

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