

**The Rank Foundation  
Grants Administration Co-ordinator  
(12 months full time contract)**



**Information Pack**

February 2021

## Contents

Thank you for your interest in the post of Grants Administration Co-ordinator at the Rank Foundation. In this Information Pack, you will find the following documents:

- Letter to applicants from Caroline Broadhurst, Deputy Chief Executive
- Job description, person specification
- How to apply and recruitment timetable

The job description describes the main responsibilities of the post; the person specification relates directly to the job description and is a list of the skills and experience that we consider necessary for the post. Please read these documents carefully. The applicants who fit the person specification most closely will be shortlisted for interview so please make sure you tell us everything relevant to your application in your CV and covering letter.

The Rank Foundation is committed to a policy of equal opportunities and we ensure that all applicants are treated fairly and equally.



**February 2021**

Dear Applicant

Thank you for your interest in the position of Grants Administration Co-ordinator.

The Rank Foundation is a U.K. based charitable foundation that operates a model of 'engaged philanthropy'. It works with charities and social enterprises and fosters a culture that promotes innovation and enterprise and encourages leadership in the social sector. The Foundation takes a pro-active approach to identifying leaders and organisations through the work of a small, dedicated field executive team. In addition to grantmaking, the Rank Foundation is an operating foundation and creates and delivers its own flagship programmes including Valuing Place (in Hull, Dundee and Plymouth), the Time to Shine Leadership Programme, Leadership Award Holders and Education Programme, the Rank Fellowship, the Rank Aspire Programme and RankNet, the network for social sector leaders in the U.K.

In 2021 we want to better achieve our mission to encourage leadership and develop enterprise and innovation among the U.K. social sector. We have a large membership network and create and deliver operational programmes that address some of the challenges faced by charities and social enterprises in the U.K. today. The position of Grants Administration Co-ordinator plays a pivotal role in this.

This is a temporary 12 month opportunity to work full time, when our Grants Administration Manager takes up a secondment focussing on Rank's central I.T. systems development strategy. As Grants Administration Co-ordinator, you need to be able to work collaboratively as part of our small, dedicated team. You will bring a track record of achievement and will be aligned with our core values; sharing our passion to deliver engaged philanthropy in an enterprising and empowering way.

I hope our Information Pack inspires you to pursue your application. If you want to know more about the role, please email [recruitment@rankfoundation.com](mailto:recruitment@rankfoundation.com).

For further information please visit the website at [www.rankfoundation.com](http://www.rankfoundation.com)

I very much look forward to meeting you.

With best wishes

Caroline Broadhurst

**Deputy Chief Executive**

**ROLE PROFILE – Grants Administration Co-ordinator**

<b>Job Title</b>	Grants Administration Co-ordinator
<b>Job Reports To</b>	Operational Support Manager
<b>Business Unit/ Department</b>	Administration
<b>Date Completed</b>	February 2021
<b>Purpose Statement</b>	<p>The Grants Administration Co-ordinator is responsible for the smooth running of grants systems, payments, and processes.</p> <p>The role holder will work closely with the Grants Administration Manager, Finance and Executive teams to provide a joined-up Grants administration function.</p>
<b>Key Accountabilities</b>	<p><b>Major Grants and Place-based Projects</b></p> <ul style="list-style-type: none"> <li>• Management of the grant application process for all funding streams, including communication with applicants identified by Executives following research visits.</li> <li>• Provision of assistance to Executives in monitoring the progress of grants awarded and ensuring adequate evaluation of impact and timely reporting to the Trustees.</li> <li>• Production of papers on recommended grant applications for consideration at the Grants Committee, and production of relevant papers for the Board Pack.</li> <li>• Assisting the Deputy CEO in monitoring the progress of grants awarded, and ensuring evaluation and impact systems are adhered to by grantees</li> <li>• Overseeing the Activity Grants processes and supporting Place-based Rank Associates.</li> <li>• Management of the grant reporting process to external funders of the Foundation including liaising with Finance, Executive and Associate teams to coordinate information and responses.</li> </ul> <p><b>Matched Trading</b></p> <ul style="list-style-type: none"> <li>• Management of the end to end process for applicants and grantees.</li> <li>• Design and develop robust progress reporting processes</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Production and dissemination of the Grants Committee pack to staff and trustees.</li> <li>• Developing and supporting the application processes for other grant programmes without direct responsibility.</li> <li>• Managing the grant payment process in collaboration with colleagues.</li> <li>• To support Executives with ad hoc assignments, and to represent the Foundation as necessary.</li> <li>• Ensure the Salesforce CRM is kept updated with grant promises and payment data to ensure accurate financial reporting and forecasting.</li> </ul>

<b>Dimensions of Role</b>	Full time Remote working during Covid-19. Option to be based in London/Penrith offices.
<b>Working Relationships</b>	<ul style="list-style-type: none"> <li>• With the Executive &amp; Administrative team</li> <li>• With the Chairman, respective Chairs and board / committee members</li> <li>• With those we support, within the Rank network</li> </ul>
<b>Skills, Knowledge &amp; Expertise</b>	
<b>Knowledge Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience of using Salesforce CRM, preferably in an administrator role, and ability to produce reports for a variety of audiences</li> <li>• Experience of grant-making and knowledge of all stages in the grants cycle</li> <li>• Understanding of the social sector</li> <li>• Educated to degree level</li> </ul>
<b>Essential Skills/ Abilities</b>	<ul style="list-style-type: none"> <li>• Strong analytical ability</li> <li>• Proven IT skills - expert user of full Microsoft Office suite including Excel and PPT</li> <li>• Ability to work positively with a wide range of individuals</li> <li>• Ability to work independently, flexibly, and to tight deadlines</li> <li>• Self-motivated, with strong customer service skills</li> <li>• Ability to use initiative and anticipate requirements</li> <li>• Excellent organizational abilities</li> <li>• A team player, willing to support colleagues in a small staff team</li> <li>• Excellent written and verbal communication skills and ability to communicate with confidence, tact and clarity with a range of individuals and groups in a variety of settings, including phone, video call, face to face, and email.</li> </ul>



**How to apply and recruitment timetable**

If you would like to apply, please send your CV together with a supporting statement that clearly demonstrates how you meet the knowledge, skills, and experience requirements of the role to **recruitment@rankfoundation.com**

The important dates for you to note in the recruitment timetable are highlighted below for your diary.

Closing date for applications

Friday 12<sup>th</sup> March 12 noon

Interviews via Zoom

w/c 22<sup>nd</sup> March

**May we take this opportunity to thank you for your interest in the Rank Foundation and for your time in considering applying to work with us.**