Forever Notts

Grants Administrator Job Description

Post:	Grants / Office Administrator
Hours:	9.30 – 3.30pm Mon – Wed (18hrs per week)
Base:	Hybrid between home and the office at Ash House, Ransom Wood Business Park, Southwell Road West, Mansfield NG21 0HJ
Salary:	£26,000 FTE (pro rata)
Contract:	One year contract (renewable)
Responsible to:	The Grants Manager of Forever Notts
Job Purpose:	To providing high quality, comprehensive administrative support to cover all our office and grant administration services. To provide services to the CEO, Charity Trustees, Donors and applicants, taking responsibility for delivering our quality assured systems and processes.

Main Tasks and Responsibilities:

1. Provide high quality, comprehensive administrative support, data input and be able to respond to enquiries from board members, partners, clients, donors and grant recipients

2. To work as part of a team to establish and manage an effective process for managing the administration of grants from all relevant funding programmes.

3. To manage and maintain NCF information and records on a bespoke CRM system (training provided).

4. To be responsible for the management of grant applications and to make sure they are registered, checked, researched and assessed for presentation to the grants panels. Also to produce case studies from monitoring and performance information.

5. To respond to enquiries from potential applicants and ensure they, as appropriate, receive support and advice on developing their ideas and applications.

6. To contribute to the marketing and delivery of social media PR.

7. To work closely with financial and administrative staff, to ensure the efficient administration of grants allocations and payments.

8. To deal with day to day correspondence and contact with clients and groups as it relates to the effective delivery of our services.

9. To attend agreed network/partnership meetings that assist with the effective delivery of grants programmes.

10. To ensure that all grants programmes are delivered in accordance with the Foundation's quality assurance and operational policies.

11. To undertake other tasks related to the charity as required by the Foundation, commensurate with the general nature of the post.

12. To collate information in relation to grants programmes and produce monthly, quarterly and year-end summary narrative and financial reports as and when required

Person specification:

Essential	Desirable
Excellent ICT skills e.g. Word/Excel/Access *(Tested at interview)*	Business Administration qualifications Knowledge of CRM packages and website administration.
Minimum of 2 years' experience of all aspects office administration and management *Tested at Interview*	Experience of contract or project management, reporting and auditing.
Understanding of, and personal commitment to, EDI principles with knowledge of diversity issues.	A good understanding of the voluntary sector (tested at interview)
High level communication skills, verbal and written (Tested at interview)	
Ability to relate well to a range of people	

Ability to take responsibility and apply judgement and reasoning in complex situations.	
Self-motivation, with excellent self-management skills. Ability to work with minimal supervision at office or home.	
Demonstrate ability to work as part of a team	
High degree of reliability, attention to detail and commitment	
Own transport and full licence	