**Grants Administrator** (March 2023)

Role Description

Reporting to: Grants Manager – Risk and Compliance

Summary of role:

* Support the Trust’s day to day grant making activity by undertaking a range of tasks including responding to applicant and grant holder queries and maintaining grant records.
* Support the Grants Manager – Risk and Compliance with specialised projects, such as investigating grant concerns and proactive horizon scanning.
* Provide administrative support to the Grants Team.

Salary £25-28,000 dependent on experience.

Full-time role. Home based, with very occasional requirement for travel to attendance at meetings in London or elsewhere in the UK (for which expenses will be paid).  The Trust is committed to being an equal opportunities employer and to providing development and training opportunities.

**Main duties**

* Responding to a diverse range of queries from the Enquiries inbox, supporting applicants and grant holders through processes, and forwarding more complex queries to appropriate team members
* Undertaking key routine tasks such as uploading contractual documents to the grants management system and keeping track of what is outstanding; updating contact details and transferring grant accounts; helping grant holders to log in to the grant management system portal
* Supporting the Grants Manager – Risk and Compliance with bespoke pieces of work relating to both risk and compliance related matters.
* Contributing to the management of all grant programmes within the team’s portfolio of funds
* With colleagues, ensuring that all data held in respect to grants and grant holding organisations is well managed
* Managing own workloads, and collaborate with colleagues on shared tasks and projects, to ensure milestones and targets are met
* Contributing 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
* Liaising with the Finance Team in respect of grant payments, to ensure their timely payment.
* Any other duties as reasonably expected

**Person specification**

Essential

* At least two years in office-based administrative roles
* Experience of preparing and presenting basic written reports to colleagues and seniors
* Excellent organisational and administrative skills
* Excellent general IT skills including MS Office (especially Excel) and databases, and using Teams and/or Zoom to conduct internal and external meetings.
* Ability to multitask, work in a dynamic environment, and to remain calm under pressure.
* Excellent written and verbal communication skills
* Ability to work with minimal direction and work well in a team.
* Ability to deal with sensitive and/or confidential information.

Desirable

* Experience of working in a charity, or other not for profit or small organisation
* Evidence of interest in and commitment to the work of the Trust
* Experience of grant making
* Personal knowledge or experience of working with, or being part of, the Armed Services community
* Knowledge of grant management or customer relations database systems
* Good knowledge of using Office 365
* Basic understanding of financial administration.