**Job Description.**

**Grants and Data Coordinator (Line Manager: Benevolence & Welfare Grants Manager)**

**£21,000 per annum: part time /21 Hours wk.**

* Day-to-day management of grants data, keeping data current and up to date.
* Provide guidance to potential applicants and respond to enquiries e.g. regarding eligibility.
* Provide technical assistance to grantees with Blackbaud Grant Management System (BBGMS) online applications and monitoring reports.
* Summarise grant applications from Expressions of Interest, to researching and analysing applications under £20K, obtaining appropriate advice: reaching a judgement or recommendation for discussion with the Benevolence and Welfare Grants Manager.
* Charity Scrutiny Panel and other meetings coordination (to include recording online Teams meetings, coordinating applicant time slots/pitches, communicating with applicants, collation of relevant documentation).
* Load information (bank statements and invoices) to BBGMS for payment processing.
* Monitor the BBGMS impact and evaluation ‘requirements’ dashboard, publish online reports, follow up on grant requirements, liaising with third parties and grantees to obtain timely reporting for consideration by the Benevolence and Welfare Grants Manager.
* Follow up on feedback to outcomes reports and contribute to case study creation with the Communications Manager.
* Along with the Benevolence and Welfare Grants Manager, become a Super User on BBGMS.
* Maintenance of internal SharePoint and BBGMS filing.
* Assist the Benevolence and Welfare Grants Manager with production of data reports.
* Attend occasional meetings with external stakeholders and partners.
* Keep up to date with current trends and issues relevant to grant making.
* Other Charity Team tasks as requested.

**Grants and Data Coordinator**

**Person Specification**

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|  | Essential ( E )Desirable ( D ) |
| Advanced planning and Organisational skills | E |
| Confident user of Outlook email, Teams, Microsoft Office, PowerPoint, SharePoint and OneDrive, CRM (GH uses Blackbaud Grants Management Software) | E |
| Ability to prioritise and manage competing priorities | E |
| Ability to deal with sensitive and/or confidential information | E |
| Experience of meeting coordination, including minute taking, arranging IT required for remote attendance and presentations | E |
| Ability to use judgement in analysing written and financial information  | E |
| Excellent written and verbal communication skills | E |
| Experience of implementing administration processes and making recommendations for development | E |
| Pro-active, well-organised, with the initiative to work independently as well as take direction from the Benevolence and Welfare Grants Manager and Grants Director | E |
| Experience of grant making in a not-for-profit environment | D |
| Working knowledge of grant management systems – ideally Blackbaud Grant making (BBGMS) | D |
| Evidence of interest and in the commitment to the work of Greenwich Hospital and the Royal Navy | D |