

PRUDENCE 'TRUST'

JOB ROLE & REQUIREMENTS GRANTS ASSISTANT

June 2024

THE PRUDENCE TRUST

The Prudence Trust is a grant-making charity, established in 2020 by our founder Prue McLeod, investing in the advancement of young people's mental health services and research in the UK.

Our vision is for a world where no young person is defined by their mental illness and where they have access to the personalized support they need, at the right time. We want to be part of the solution that successfully advances better mental health for all young people.

We invest in research and services that prevent and treat mental illness in young people, with a specific focus on the prevention of and early intervention in anxiety and depression for 11-25 year olds. We are interested in non-clinical approaches and building a stronger evidence base for what is effective. We believe in scaling solutions which are proven and in enabling all young people can access support.

We award grants of approximately £8m a year. Grants are to youth, mental health and community charities working on the frontline with young people and universities and institutes to research better treatments for mental ill health.

Our strategic aims over the next decade are:

1. Develop young people's resilience and tools to cope with life's challenges
2. Improve young people's access to support
3. Build the evidence for what works to prevent and treat young people's poor mental health.

It is our intention to make a long-term impact to young people in the UK.

WHAT THIS ROLE WILL BRING

This is an important role to facilitate the smooth-running of our core work as a grant-making charity. The main purpose is to support the Head of Grants and Grants Manager deliver high quality funding programmes and build close and supportive relationships with our grant applicants and grant holders.

You will provide high-quality administrative support so that we can award our funding to the projects most likely to make a positive difference to young people's mental health. You will be on the frontline of communicating with many of our applicants and grantees, so you will play a key part in ensuring that they have a positive experience when interacting with the Prudence Trust. You will also have an important role in keeping our grant records up-to-date, and sharing pertinent information with the rest of the team, so that we are able to work efficiently, accurately and at pace.

Reporting to the Grants Manager, this is a chance to help a charity grow and develop its grant-making capacity, so that we can make a greater impact on youth mental health. You will have the opportunity to meet the huge variety of organisations working with children and young people, and contribute towards a cause that you feel passionately about.

Success in the job will be:

1. Working with the Head of Grants and Grants Manager to deliver open and proactive funding programmes to a high standard. This includes carrying out day-to-day administration of our funding programmes accurately and efficiently, including advising potential applicants, checking applications, undertaking due diligence checks and updating our records.
2. Contributing towards a high-quality assessment process by joining assessment meetings to keep accurate notes on decisions made and questions raised by the grants team and assessors. Finding out the answers to questions raised, arranging assessment calls and keeping track of our assessments so that we can provide open and useful feedback to applicants, whether or not they are successful.
3. Drafting grant offer letters, turndown emails and other correspondence when required.
4. Working with the Head of Grants and Grants Manager to maintain good relationships with our grantees. Day-to-day administration of our grants includes reviewing monitoring reports and carrying out due diligence checks prior to paying grants.
5. Keeping our Salesforce database up-to-date, ensuring that records are accurate and important paperwork has been uploaded.
6. Producing accurate grant reports from Salesforce for the team or Trustees (e.g. lists of grants completed or to be paid) or short written briefings on specific grant projects.
7. Monitoring our Grants email inbox and responding to enquiries in a timely manner or forwarding to the relevant member of staff.
8. Keeping our Grants calendar updated with shared team dates.
9. Assisting the smooth running of events that we host.

WHY JOIN THE PRUDENCE TRUST

- To work on issues that matter to you, where you can make a real contribution towards positive change.
- Work with an engaged group of trustees and with some of the top experts in the field of mental health and youth work.
- A competitive salary of £27,000-31,000 dependant on experience.
- Flexible hours – we will consider full-time or part-time (28-35 hours), arranged to suit the candidate's other commitments. We are an employer who embraces flexible working and is happy to look at an arrangement which suits your life.
- Time off in lieu if attending events out of office hours.
- A friendly and human working environment where you feel valued and which helps you develop your experience.
- An employer who is committed to helping you build your knowledge and expertise, and the opportunity for growth and progression.
- Pension with employer contributions.

- 25 days holiday a year, with the opportunity to buy an extra 2 week's additional annual leave each year. Three additional days off gifted between Christmas and New Year.
- Work from our lovely offices in W1, with the option of up to 25% of your hours home-working.
- We are an equal opportunity employer and value diversity. All employment is decided on the basis of qualifications, merit and business need.

WHAT WE ARE LOOKING FOR

1. At least two years' experience in an administrative role. Experience in a charity, particularly a grant-making, mental health or youth organisation, is beneficial but not required.
2. Experience managing relationships and working with people from a broad range of backgrounds. You must enjoy offering support to others.
3. High level of discretion and good judgement when distilling sensitive information or offering advice and feedback to grant applicants.
4. Excellent organisational and administrative skills, including the ability to multi-task, prioritise and forward plan. You must have exceptional attention to detail, both in terms of accuracy when inputting data but also ensuring that tasks have been fully completed.
5. Strong written and verbal communication skills, including the ability to communicate effectively in person, over the phone, on video calls and via email. We value team members who communicate with simplicity and positivity.
6. Self-motivated and reliable, with the ability to thrive in, and contribute to, a small team. You must be responsive to others' needs and enjoy adapting to changing situations.
7. Strong digital literacy, including confidence using Microsoft Office, online meeting and conferencing software, and databases (preferably Salesforce). Some experience using new software and tools (e.g. AI) to increase efficiency or add a new dimension to traditional work is desirable.
8. Positive energy with a flexible, can-do attitude and the ability to spot opportunities to do things better.
9. Keen to learn and develop personally and professionally.
10. Enthusiasm for the activities undertaken by the Prudence Trust.

TIMETABLE

The deadline for applications is Thursday 18th July at 5pm. If you meet the criteria set out above, please send a CV of no more than 2 sides and a succinct supporting statement of a maximum of 300 words telling us why you are suited to this role. These should be emailed to lin@theprudencetrust.org

Interviews with Head of Grants and Grants Manager – **31 July-2 August (preferably in person)**

Final interview with Director and Grants Manager – **August, dates to be agreed dependant on holidays (in person, particularly if the first interview was virtual)**

We will respond to all applicants with the outcome of the recruitment process.

Thank you for putting yourself forward to be part of our growing team with ambitions to make a major impact on the mental health of young people