

Kusuma Trust UK
Grants Assistant

Job Title	Grants Assistant
Reports to	Head of Grants
Liases with	Operations Manager, Senior Grants Manager, Grants Manager, Grants Officer, Board of Trustees, Advisers and Grantees
Direct reports	None
Location	<p>We are currently trialling a hybrid working system consisting of 2 days in the office at 55 New Oxford Street, London, WC1A 1BS with the option of remote working for the other 3 days.</p> <p><i>Applicants should be aware that this trial may be subject to change in the future and as a result should be willing to work from the office 5 days a week if required.</i></p>
Salary	£24-27K dependent on qualifications and experience
Contract	Full time, one year fixed term contract
Background	<p>Kusuma Trust UK (the Trust) are a family-led trust, making philanthropic investments in the community, primarily focussed on giving grants in London. Grants are given to causes, organisations and people that are making a positive difference to society. The Trust choose partners based on shared values and mutual interests – creating access to opportunities (including special educational needs, community centres and museums), improving health and well-being (through funding medical facilities and research), and investing in our communities and the environment (focus areas include green spaces and urban greening). Strategic priorities are regularly reviewed and therefore may change. The website http://www.kusumatrust.org/ provides further details about the Trust's work.</p>
Job Purpose	To support the administration and delivery of grants at every stage in the grant making process including, but not limited to, due diligence and communications with grantees. This role will also assist with the internal and external communications of the charity.
Main Responsibilities	<p>1. Grants</p> <ul style="list-style-type: none"> 1.1. Work with the grants team to research potential future grants 1.2. Carry out capacity and risk assessment of potential grantees, including due diligence 1.3. Input into the assessment and evaluation of funding proposals and budgets 1.4. Support the grants team in the preparation of grant contracts and documentation for successful grants 1.5. Support the grants team in monitoring grants, reviewing regular grant reports, and troubleshooting where necessary 1.6. Liaise with organisations supported by the Trust, including meeting with grantees 1.7. Maintain records, database entries and filing related to grants in line with the Data Protection Act <p>2. Communications</p> <ul style="list-style-type: none"> 2.1. Prepare regular programme and news updates for the website 2.2. Work with the grants team to contribute to quarterly reports for the Board and Annual Reviews 2.3. Capturing and recording information from team meetings <p>3. Research and development</p> <ul style="list-style-type: none"> 3.1. Keep up to date with developments in the Trust's areas of interest including attending events to inform identification of potential grantees with strong organisational strengths and high impact work <p>4. Other Responsibilities</p> <ul style="list-style-type: none"> 4.1. Any other duties as reasonably required <p><i>This post is expected to evolve in line with The Trust's priorities.</i></p>

Person specification	<p><i>You will be joining a small, friendly and focused team to make a positive impact to society through the grants programme. You will be very organised and have experience of the charity sector and be committed to making a difference.</i></p> <ol style="list-style-type: none"> 1. Experience working or volunteering in the charity or public sector 2. Excellent interpersonal, communications (written and verbal in English) and team working skills 3. Ability to engage and communicate effectively with diverse individuals from a wide range of backgrounds, building and maintaining positive relationships 4. Good analytical skills, able to gather information, interpret, assess and identify key issues 5. Ability to write concise, high-quality reports for different audiences 6. Numeracy skills 7. Ability to work both independently and in a consultative and collaborative manner 8. Flexible and helpful attitude with a cheerful personality 9. Excellent organisational and planning skills, including attention to detail 10. Ability to prioritise a diverse workload and meet deadlines 11. Willingness to travel periodically in London (all related expenses will be reimbursed) 12. A passion for creative problem solving and an ability to adapt working styles in a family-led environment within a small team 13. Good IT and administrative experience 14. Ability to respect the confidential nature of elements of the role 15. A strong values system with a commitment to progressing the Trust's priority areas 16. A commitment to working in the charitable or social justice sector
Additional Information	<p>The Trust has a legal responsibility to ensure that all workers and employees have the legal right to live and work in the UK. If you are invited for a second interview, you will be asked to bring with you original copies of documentation that provides evidence of your right to live and work in the UK.</p>

Application: Short CV and cover letter (each up to two pages) outlining how you meet the elements in the person specification and why you are a suitable candidate for the role. This should be sent to recruitment@kusumatrust.org by **9am on Monday 6 June 2022**. Successful candidates will be invited to attend an interview at the Kusuma Trust offices in central London on **Friday 17 June**.

May 2022