

Grants Coordinator Job Description

Overview	As part of the Grant Operations Team, ensure the efficient and accurate day to day running of the Main Grants process and deliver and support the grant making of smaller grants programmes.
Reporting to	Senior Grant Coordinator
Internal	<p>You will take an active role in the grant making operations of The Henry Smith Charity (HSC) and deliver a consistently high standard of work across a number of grant programmes.</p> <p>You will work with members of all teams across HSC with an emphasis on grants and grants operations. You will enjoy a wide variety of responsibilities, working as an integral member of the Grant Operations team and have a close working relationship with all grant makers. You will manage your own time, working independently and as part of the team, to ensure timely and consistent delivery against a range of responsibilities.</p> <p>You will provide dedicated support to at least two Grants Managers.</p>
External	You will represent HSC at visits to grant applicants and at external events, as necessary.
Salary	£30,000 -£32,000 per annum
Location	Our office is in central London and our current employment contracts require office-based working. We are trialling a new approach to flexible working, however regular attendance at our office will still be required.

Main Tasks

1. Grant Making Activities

- Undertake eligibility assessments on applications prior to full assessment

- Prepare for and carry out stage one and stage two assessments and take part in discussion and review meetings as appropriate
- Provide support and back up for servicing fortnightly meetings to ensure recommendations are correctly recorded in the grant making database and communicated accurately and promptly to the Trustees
- Provide support in the grant making activities of the smaller grants programmes
- Assess and grade Holiday Grant applications on a rota basis to decide which applications to recommend for funding

2. Processing of Grant Applications

- Ensure prompt and accurate processing of grant applications and related correspondence, maintaining accurate records on the grants database
- Work with the Senior Grants Coordinator to ensure accurate and timely production of resources for Decision Meetings
- Accurately and promptly action Trustee decisions on applications
- Provide telephone advice to prospective applicants, and feedback to unsuccessful applicants

3. Grants Operations Team

- Ensure prompt and accurate processing of progress reports, payments and grant transfers and take an active role in ensuring the accuracy and integrity of data on the grants database
- Work with the Grants Database and Processes Manager in resolving any difficulties HSC staff, grant holders and applicants have with grant management database
- Work with the team to identify and implement operational improvements as part of HSC's commitment to be a learning organisation
- Work collaboratively with the Head of Grant Operations and colleagues to identify, mitigate and manage grant making risks.

4. Support for Grants Managers

- Provide dedicated support to at least two specified Grants Managers, tasks will include reviewing Safeguarding documents and progress reports
- In liaison with allocated Grants Managers prepare and send out all correspondence communicating decisions to grant holders efficiently and accurately and ensure grants database records are up to date and accurate
- Undertake research on behalf of allocated Grants Manager in conjunction with our Learning and Evaluation team to inform continuous organisational learning and development

5. Volunteer Visitor Processes

- Ensure prompt and accurate flow of information to and from Visitors (volunteer assessors located across the UK), ensure the maintenance of accurate records of this process on the grants database.

6. Website Maintenance

Support the Grants Database and Processes Manager with implementation of changes to the HSC website including updating and ensuring consistency and accuracy of content.

7. Other

- Support the Head of Grant Operations and the Senior Staff team by:
 - Actively participating in, and occasionally chairing, team meetings, staff meetings and working groups
 - Taking an active role in the planning and implementation of any team, grant making or organisational projects
- Take part in the planning of, and attend, the HSC Annual Conference
- Represent the HSC at external events, seminars and conferences
- Provide back up for the PA to the Director in the production of Board papers
- Any other tasks as reasonably required

**Grants Coordinator
Person Specification**

Requirement	Essential
<p>Experience, Knowledge, Skills & Competencies:</p>	<p>Suitable and demonstrable experience of the importance of good process and enthusiasm for the key role it plays in an efficient organisation</p> <p>Experience of undertaking similar process focussed tasks</p> <p>Aptitude for and experience of managing work on databases ideally Blackbaud Grant Making and IGAM functions</p> <p>High level of competence in use of Office software including the use of Teams</p> <p>Ability to chair meetings (online and in person)</p> <p>Self-starter with strong prioritisation skills and ability to manage own workload</p> <p>Ability to work with colleagues collaboratively and flexibly in a team-oriented way</p> <p>Ability to communicate clearly and concisely in oral and written form</p> <p>Ability to process and interpret complex information</p> <p>Able to initiate and implement projects; Strong levels of literacy, numeracy and accuracy</p> <p>Ability to apply a logical and creative approach to problem solving</p> <p>Excellent attention to detail</p> <p>Ability to manage a large workload and to manage own deadlines efficiently</p> <p>Ability to work under time pressure without sacrificing accuracy and quality</p> <p>Empathy for and desire to work in the voluntary sector</p>

<p>Personal attributes:</p>	<p>Self-motivated</p> <p>Ability to make decisions and use own initiative</p> <p>Empathy and commitment to the values and objectives of Henry Smith Charity</p> <p>Desire to be helpful and find creative and effective solutions to problems</p> <p>Ability to stay calm under pressure</p> <p>Capacity to take a diplomatic and communicative approach to working as part of a team</p> <p>Supportive and professional</p> <p>Enthusiasm for change and working in a learning environment</p> <p>Understanding of, and commitment to Diversity, Equity and Inclusion</p>
<p>Other Essential Traits</p>	<p>Willingness and ability to work outside of normal office hours occasionally</p> <p>Willingness to work flexibly in response to changing organisational requirements and learn new skills</p>