



Grants Administrator

Reporting to	Director
Key internal relationships	Director, Administrative Support Worker, Bookkeeper and Trustees.
Key external relationships	Applicant organisations and individuals.
Working Hours	14 hours per week.
Salary	£12,880 Pro rata (£34,500 full time equivalent)

Purpose of the role

Oversee grants caseload from initial enquiry to case completion. To provide information and assistance to applicant organisations and individuals requiring grant support.

Key responsibilities

Grants

- 1) Processing grant requests in line with HWCT's policies and procedures.
- 2) Working with the Director and Trustee/s to process applications and obtaining further information to inform Trustees' decision making.
- 3) A point of contact for applicant organisations, providing clear guidance on HWCT's funding criteria and grant processes.

Governance

- 1) Maintaining records and drafting reports to the Director and Trustees.
- 2) Taking minutes of the grants committee meetings and assisting the Director in the preparation of Trustee papers.

Other responsibilities

- 1) Implementing equal opportunities in all aspects of service delivery.
- 2) Complying with the UK General Data Protection Regulation (UK GDPR), tailored by the Data Protection Act 2018; the Privacy and Electronic Communications (EC Directive) Regulations 2003 (PECR); the Information Commissioner's Office's supplementary guidelines and future data protection legislation which may be adopted.
- 3) Complying with the Health and Safety at Work Act 1974 and take reasonable care for your own health and safety and that of others.
- 4) Complying with the requirements of legal, charity and financial regulators.
- 5) Using appropriate information technology and software to carry out the responsibilities of the post.



- 6) Attending appropriate courses and conferences as required to improve personal skills and knowledge as well as promoting HWCT.
- 7) Cover the duties of other staff to ensure the smooth running of HWCT's activities.

The duties outlined above are neither exclusive nor exhaustive and the post holder may be called upon to carry other duties and responsibilities that can reasonably be expected of the post.

Person specification

Knowledge and experience

Essential

- Understanding of the needs of people experiencing financial hardship and poverty and/or and understanding of the needs of people who have health inequalities including mental health.
- An understanding of and commitment to equality of opportunity and diversity.
- Previous experience of grants assessment and/or administration.

Desirable

- Knowledge of HWCT's area of benefit.

Competencies

- The ability to take responsibility for your work, operating in a systematic, methodical, and orderly way.
- The ability to listen and consult with others and communicate proactively. To adapt to the team and contribute to a positive team spirit with staff.
- Act in a fair and respectful way to others at all times; trying to see issues from different perspectives and checking your understanding with others constructively. Sharing your learning with colleagues, verbally and in writing, to support their role and the overall work of HWCT.
- The ability to use technology to achieve work objectives.
- The ability to make rational judgements from the available information and to probe for further information or greater understanding of a problem.
- Demonstrate enthusiasm about HWCT and its work.
- A commitment to uphold the ethics and values of HWCT.