SUSSEX COMMUNITY FOUNDATION

JOB DESCRIPTION: TEMPORARY GRANTS ADMINISTRATOR

Salary: £21,000 pro-rata (equivalent to £15,891.89 for 28 hours per week)

Hours: 28 hours per week (working pattern to be agreed on appointment but likely to be 4 days per week)
Flexibility to include occasional evening working.

Pension: Employer contribution up to maximum of 5% salary to match employee contribution.

Holidays: 25 days holiday per annum plus 8 public holiday per annum (pro-rated)

Location: Based at Sussex Community Foundation’s offices in Lewes, the post will require some travel across Sussex.

Accountability: Reports to the Head of Grant Programmes

JOB PURPOSE

To support the Head of Grant Programmes to deliver Sussex Community Foundation’s grant making programmes, ensuring that they provide efficient and effective support for the community in Sussex and meet the charitable goals of donors.

KEY RESPONSIBILITIES

Grant Administration
- To support the Head of Grant Programmes to deliver the Foundation’s grants programmes
- To work with the Grants Officers to ensure efficient and effective administration of the Foundation’s grant making
- To respond to initial enquiries from potential applicants and give advice regarding the grants process
- To assess and score applications
- To administer grant applications and monitoring forms
- To maintain the customer relations database ensuring the integrity of grants data and generating reports
- To take notes of meetings of the Grants Committee, Grants Strategy and Impact Committee, grant making panels and meetings with donors if required.
- To correspond with grant applicants, donors, trustees and others in relation to grant making and ensure excellent working relationships

Monitoring and Reporting
- To assist the Head of Grant Programmes and Communications and Marketing Manager to monitor grant programmes
- To prepare reports to donors, trustees or other audiences
- To provide information about grants for use in the Foundation’s communications including website, social media, newsletters and annual reports
- To assist with gathering and communicating information regarding the local community and grant recipients to internal and external audiences

Donor Services
- To assist the Head of Grant Programmes to ensure that all grant programmes meet the objectives of donors, including criteria, involvement in decision making, reporting, feedback and opportunities to visit grant recipients
- To assist in organising events for potential donors including booking venues, preparing invitations and organising catering
- To attend Fund Development events and contribute to providing a warm welcome for guests

**Office Administration**
- To provide admin support to the Chief Executive, or other members of staff as designated by the Chief Executive on specific projects and activities
- To provide a welcoming and efficient service for all who contact the Foundation by telephone, email, letter or in person.
- To contribute to effective and efficient office systems, records and policies to meet the needs of the Foundation
- To use the community foundation’s computer and IT systems including the customer relations database and keep up to date in use of IT equipment

**General**
- To work in accordance with the values, policies and procedures of the Foundation, especially Information Management, Confidentiality, Equal Opportunities and Health and Safety
- To attend training and other personal development events as required.
- To carry out other duties appropriate to the role and responsibilities as may be delegated by the Programme Manager or Chief Executive.
- The post may require some evening and weekend work.

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**GRANTS ADMINISTRATOR PERSON SPECIFICATION**

1. **Attitudes, values and personal qualities**
   - Demonstrates commitment to the mission and values of Sussex Community Foundation
   - Warm, friendly and professional with ability to build relationships with others
   - Demonstrates passion for providing high quality service to donors and the community
   - Positive, resilient and supportive of others
   - Demonstrates commitment to the principles of equal opportunities and respecting diversity

2. **Experience**
   - Enthusiasm for supporting small local charities and the voluntary sector
   - Experience of working with a wide range of people across the community
   - *(Desirable)* Experience working with a grant making or customer relations database

3. **Skills**
   - Administrative skills, preferably with experience of working in an office environment
   - Ability to work to strict deadlines with a high level of attention to detail
   - Ability to assess applications for funding and make consistent judgements
   - Confident and articulate on the telephone
   - A high level of literacy and numeracy
   - Demonstrable skills in use of Microsoft Office, email, databases and internet
   - Ability to act on own initiative and to plan and prioritise own work-load
   - Flexible and able to work well as part of a small team

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**DIVERSITY AND INCLUSION**

Sussex Community Foundation encourages and welcomes applications from people of all backgrounds. We are committed to increasing diversity in both our grant making and in our staff teams. Please contact us if there is anything you would like us to be aware of in making this application.