

GRANTS OFFICER - JOB DESCRIPTION

KEY INFORMATION ABOUT THE ROLE

TERM	Permanent
SALARY	£28,000
HOURS	36.25 hours per week
HOLIDAYS	29 days per annum (plus Bank Holidays) rising to 32 days after 10 years
PENSION	The Society operates a contributory company pension scheme for all permanent employees. The employee contribution is 5% of basic salary, which is supplemented by a company contribution of 12%.
GROUP LIFE ASSURANCE	3 x Basic Salary
LOCATION	Chichester

The Grants Officer is responsible to the Grants Manager for the efficient management of grants applications. This role sits at the heart of what we do.

MAIN AIMS OF THE POST

- To provide a high standard of administrative support across our grants' activity.
- To provide a high-quality service to all stakeholders, including grant applicants, grant recipients, other staff members, third party suppliers and other external partners.

KEY DUTIES AND RESPONSIBILITIES

- To support the administrative process associated with grant applications, so that applications are assessed and processed in a timely and efficient manner. Associated activities include:
 - Maintaining confidential, systematic records of all matters concerning enquiries, applications, and grant awards in line with the Society's Data Protection Policy.
 - Establishing a relationship of trust with caseworkers, beneficiaries and third parties associated with grant applications.
 - Collecting relevant information from applicants, caseworkers, advice organisations and Local Authorities to support individual applications.
 - Verifying level of DWP benefits currently being received.
 - Advising applicants of the need to claim their full state benefit entitlements.
 - Assessing applications against established criteria.
 - Preparing case reports and recommendations for the Grants Committee and presenting cases at the weekly Grants meeting.
 - Recommending alternative or additional sources of help for applicants.
 - Recording the outcomes of the Grants Committee on the Society's database.
 - Placing and tracking any orders or purchases required to fulfil approved grants.
 - Preparing and despatching grants related correspondence.
- To act as a point of contact for enquiries relating to grants activity.
- Reviewing general enquiries from all stakeholders and either resolving them, or signposting individuals to the most appropriate member of the staff team.
- To support the Grants Manager in the collation and production of information and reports associated with grant making activities.
- To attend required meetings (internally and externally) that support the development of the Society and its ways of working. Some travel may be required (as permitted) for these meetings.
- To undertake any other reasonable duties, such as general administrative or customer service tasks, that befits being part of a small team or supports the fulfilment of the main aims of the post.

PERSON SPECIFICATION

JOB TITLE: GRANTS OFFICER
REPORTS TO: GRANTS MANAGER

ESSENTIAL	DESIRABLE
<p><u>Qualifications Required</u></p> <p>Good level of education</p> <p><u>Experience Required</u></p> <p>Knowledge of the current benefits system</p> <p>Working with a wide range of people in a supporting capacity.</p> <p><u>Abilities, Skills & Knowledge</u></p> <p>The ability to prioritise, multi-task and manage activities across a broad remit.</p> <p>Ability to contribute effectively as a member of the Society's staff team.</p> <p>Excellent oral, written and interpersonal communications skills.</p> <p>An enthusiastic and motivated self-starter.</p> <p>The ability to build and maintain positive working relationships with beneficiaries, caseworkers and other organisations involved in our grants activity.</p> <p>Able to empathise with the challenges faced by those from a Merchant Navy / commercial fishing industry background who are now facing financial hardship and distress.</p> <p><u>Personal Attributes</u></p> <p>Enthusiasm</p> <p>High personal standards, trustworthy, reliable,</p> <p>Conscientious and discreet.</p> <p>Self-motivated and able to take the initiative</p> <p>Confident</p> <p>Willing and quick to learn and adapt</p> <p>Ability to work flexibly in response to changing priorities</p> <p>Communicate effectively at all levels</p> <p>Sense of humour</p>	<p>Knowledge of the charity sector</p>

APPLYING FOR THIS POST

The Shipwrecked Mariners' Society strongly believes in building a diverse team which understands the issues facing its beneficiaries, including those which most affect the quality of life and aspirations of vulnerable individuals and their families.

As such, we warmly welcome a wide range of applications for this role. To apply for this post, please send your CV and a supporting letter of no more than three pages of A4 (size 12 font) to our Grants Manager, Sami, at recruitment@shipwreckedmariners.org.uk by midnight on Sunday 18th July 2021.

Your supporting letter should be focused on:

- Demonstrating how your personal qualities and experiences are closely aligned with the person specification for this role and have previously contributed to positive outcomes in your place(s) of work.
- Examples of your experience related to the key duties and responsibilities of this role.
- Helping us understand how you align with our organisational purpose and have a genuine empathy for the individuals that we support.

The closing date for applications is midnight on Sunday 18th July 2021. We will notify those shortlisted for an interview by end of business on Friday 23rd July 2021 and hold face to face interviews (subject to COVID restrictions) on Wednesday 28th July 2021. The preferred start date for this role is Monday 13th September 2021, but we're happy to be flexible about this for the right candidate.