



Two Ridings Community Foundation is a charity that provides grants & support to local groups improving lives and communities in North & East Yorkshire from funds that it maintains and administers on behalf of multiple donors.

We are looking for a new team member to be based at our office in York that can support our grant making and office processes by providing accurate and effective administration. If you would like to be part of our small friendly team supporting local communities to thrive then we would love to hear from you.

Closing date for applications is 9.00am Monday 7th June.

To apply visit <https://www.tworidingscf.org.uk/job-opportunity-grants-administrator/>

Apply by application form only. **CV's will not be accepted.** Interviews to be held 16th and 17th June.

To find out more or to have an informal conversation about this role please contact Katherine Odom kodom@tworidingscf.org.uk

Two Ridings Community Foundation is committed to improving the diversity of our workforce. We encourage and welcome applications from candidates from all backgrounds, particularly from Black, Asian and Minority Ethnic and Refugee, LGBTQ+ communities and/or disabled people who are currently under-represented within Two Ridings.

Post:	Grants Administrator
Job type:	Permanent
Hours:	16 hours per week (this can be worked flexibly over 3 or 4 days to suit the applicant)
Responsible to:	Programmes Manager
Place of work:	Initially office based but with potential for homeworking after first 3 months subject to review
Salary:	£18,382 per annum pro rata (£10.10 per hour)
Annual Leave:	25 days holiday plus 3 fixed days at Christmas (pro Rata for part time employees)

Job Purpose:

To assist the whole team by providing detailed and accurate administrative support, particularly in relation to tasks associated with grant making.

1. Overall functions

The overall delivery of administrative processes and systems as detailed below.

1.1 Grants administration

- Entering grant applications and evaluation forms onto a database (Salesforce) in close co-operation with the Programmes Manager and Programmes Officers. Taking responsibility for managing an effective process of handling and using evaluation materials and reporting as necessary;
- Updating and managing grant information onto Salesforce database or other decision-making tool;
- Liaising with grants panels, preparing grant papers and minute taking where necessary;
- Responding to requests for information on grants programmes;
- Preparing and sending out grant offer emails/letters and evaluation forms;
- Preparing grants for payment
- Monitoring the return of evaluation forms;

1.2 General administration

- Answering the phone and signposting calls to the relevant people in the team;
- Updating and maintaining Salesforce database in all areas of the Foundation's work including records relating to accounts, donations, grant applications, programmes and funds;
- Scheduling and arranging meetings and sending out relevant papers;
- Opening, logging and distributing incoming post, sending outgoing post;
- Working with the team to ensure we keep accurate and complete financial records for each programme;
- Adhering to the Foundation's financial procedures and controls
- Photocopying and scanning.

Other Duties

- Along with colleagues, participating in all the Foundation's activities;

Person specification

Skills and Effectiveness:

Essential

Excellent interpersonal and communication skills – both written and verbal.

Empathy towards people who are disadvantaged and have multiple barriers.

Ability to work within set guidelines to comply with set standards and working practices.

Accurate and thorough approach to work with strong attention to detail.

Effective and willing team member.

Good problem solving competencies.

Ability to act on own initiative and work autonomously and flexibly.

Good time management and ability to organise and prioritise workload effectively.

Commitment to equal opportunities and anti-discriminatory practices in service delivery.

Knowledge:

Essential

Experience in the use of ICT systems and in particular Microsoft Office (Word, Outlook & Excel) – word processing, email, spreadsheets.

Understanding of issues relating to diversity and equal opportunities.

Qualifications

Essential

Minimum of 5 GCSES at grade C or above (or equivalent qualification or experience) including Maths and English.