

Job description: Grants Administrator

Thank you for your interest in Leeds Community Foundation.

About Leeds Community Foundation

Leeds Community Foundation (LCF) connects people who want to make a real difference to our city.

We have a lot to be proud about in Leeds: a vibrant historic city, full of opportunity, thriving industry, good schools and universities, and some great green spaces. However, not everyone has access to these opportunities. 23% of our young people live in poverty. Those living in some inner city areas live 10 years less than their wealthier neighbours. 15,000 of our residents over 60 years of age are intensely lonely, often having no human contact from week to week.

Thousands of charities and voluntary groups across the city work tirelessly to address these inequalities, and help their communities. Leeds Community Foundation invests in these groups to support Leeds, now and in the future. We do this by distributing grants, convening debates, sharing advice. We create positive change in the communities of Leeds that need it most.

Since LCF was established in 2005 we have given out over £30 million in grants to over 3,500 local community groups and charities. We are a registered charity and company limited by guarantee with a board of eleven trustees. Last year we distributed over £5m in grants through a range of programmes – see our web site for more details <http://www.leedscf.org.uk/>.

We are ranked in the top 5 Community Foundations in the UK in terms of the size of our grant-making and the size of our endowment. The Foundation has two key roles:

- To raise or channel funds from organisations, businesses and individuals to encourage them to make financial contributions to local charities and community groups operating in Leeds; and
- To distribute grants, specialising in supporting small to medium-sized organisations who are working in some of the most disadvantaged communities in Leeds.

Leeds Community Foundation relies on the generosity of businesses and individuals who care about their city; who want to 'give something back'. Together, we work to create a city of opportunity for all.



The Grants Administrator role

2017 is an exciting year for LCF as we deliver our five year business plan and continue to streamline and develop our grant making systems. We are looking for a committed individual to join our dynamic team to support our grant making processes.

The successful applicant to this new post will provide efficient and proactive administrative support to the six other members of the Grants Team and also work with the wider LCF Team, currently 15 members of staff, including Finance and Development colleagues.

Ready to deal with a range of duties – administration, data inputting, data management and direct contact with groups applying to the Foundation - you will help support LCF's excellent grant making activity.

You will require excellent administration and data skills. This is a great opportunity for a reliable, organised individual who is keen to learn and would enjoy working in a busy office which supports a broad range of community activity, from individuals starting new groups to small and medium sized organisations.

Application Details

The closing date for applications is 5pm on Wednesday **14th June**. Interviews will be held Monday **19th or Tuesday 20th June**, with a view to the successful candidate taking up their post as soon as possible.

To apply, please send your CV and a covering note (no more than 3 sides of A4) stating why you think you would be ideal for the position, based on the Key Tasks and Essential Characteristics detailed below, together with a completed Equality & Diversity monitoring form, to: simone@leedscf.org.uk

Job title: Grants Team Administrator

Reports to: Grants & Programmes Director

Salary: £15,500 – £17,500 pro rata p.a. (FTE) dependent on experience; contributory pension starting at 3% on completion of probation period.

Hours of Work: 20 – 28 hours per week (negotiable) Monday to Friday between 9.00am and 5.00pm. Time off in lieu will be given where out of hours working is required.

Contract Term: Permanent, subject to a probationary period of three months

Place of work: Leeds (city centre offices)

Equal Opportunities: We aim to be an Equal Opportunities Employer and welcome all applications, regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. Our offices have full disabled access.

Applications are particularly welcome from people from black, Asian and minority ethnic communities, who are currently under-represented in our team.

Main Purpose: Provide administrative support to ensure the efficient and smooth running of the Grants Team in order to achieve the targets set in the LCF business plan.

Key Tasks

Supporting the Grants Team

- Managing the grants team email inbox
- Entering and updating electronic records and grants information on database (Salesforce)
- Creating, updating, and summarising documents in Excel, Word and other Microsoft packages
- Updating grants information on our website (WordPress) and working with colleagues to develop our social media communication
- Updating the shared grants calendar on behalf of the grants team
- Contributing to developing the grants systems and processes and working proactively across the wider LCF team
- Supporting LCF team to develop case studies, films and other promotional materials
- Collating grants panel papers, with support from others in the team

Supporting the Grants Application Process

- Answering phone queries and dealing with applicants calling in to the office
- Providing administrative support for the application, assessment, award, monitoring and reporting of grants



- Acknowledging applications received and checking for completeness
- Contacting community groups by phone and email to obtain documents required by LCF
- Working with other members of the grants team to maximise use of our database, including for monitoring and impact reporting
- Filing, scanning and shredding grants applications, funding agreements and other related documents
- Updating grants information, written materials on the LCF website and social media
- Support communications with grants applicants and grantees
- Support the preparation and despatching of offer/rejection letters, funding agreements and grants payments by cheque or BACS
- Providing administration for grants team events, including booking and liaising with venues, producing basic promotional materials, managing registration on the day, taking bookings from attendees, and evaluation

General Office Support and Systems

- Working with the Grants and Finance Assistant and Executive Assistant to provide general office support, including answering the phone, keeping a log of stationery requirements and re-ordering when required
- Dealing with incoming and outgoing post on allocated days
- Assisting with the organisation of meetings and welcoming visitors
- Supporting communication between LCF teams i.e. finance, grants and development.

Other

- Participate in training, learning and personal development
- Actively support the values of the Foundation
- Undertake any other activities commensurate with the grading of the post, which may reasonably be required from time to time



Person Specification

Knowledge, skills and experience required (to be demonstrated on application/interview)

	Essential	Desirable
Experience	<p>General administration in a busy office environment</p> <p>Previous experience of inputting data into databases</p> <p>Production of reports from databases</p> <p>Application of data inputting, analysis and numerical skills in a work setting</p>	<p>Work with charities, community groups and social enterprises</p> <p>Previous work involving finance and / or grants administration</p> <p>Ability to analyse data from reports</p>
Skills	<p>Excellent organisational skills</p> <p>High level of speed and competence in all Microsoft packages including Word, Excel and Outlook</p> <p>Good written, verbal and interpersonal communication skills – especially on telephone</p> <p>Ability to work well with colleagues as part of a team</p> <p>Ability to work independently with minimum supervision and take initiative, when appropriate</p> <p>Prioritising workload and meeting deadlines</p> <p>Fast and confident learner who asks for help when required</p> <p>Ability to multitask in a busy working environment</p>	<p>Familiarity with principles of grant making</p> <p>Experience of using mail merge systems</p> <p>Use of social media in a work setting</p>
Qualifications	<p>5 GCSEs, including English and Maths, at grade C or above (or equivalent)</p>	<p>Salesforce and database familiarity</p>
Personal characteristics	<p>Ability to get on with people from a range of backgrounds</p> <p>Conscientious and reliable</p> <p>Methodical and ordered approach to administration</p> <p>Good attention to detail, even under pressure</p> <p>Confident and approachable</p> <p>Flexible and willing to respond to changing demand and priorities</p> <p>Commitment to Equal Opportunities</p>	<p>Confidence to work with a range of people including volunteers, community groups and trustees</p>

