

# Grants Team Administrator

Deadline: Midnight on Sunday 1 July

## Our Mission

Our mission is to create opportunity for all, supporting positive change in our local communities that need it most.

## Background

Leeds Community Foundation supports the most disadvantaged groups and communities of Leeds towards our aim of creating a place of opportunity for all. We bring together local philanthropists and other funders with dynamic local organisations and community groups who need funding and other resources.

As a leading grant-maker, we have already distributed over £33m in grants, giving out over £5.5m last year alone, but with 1 in 4 children living in poverty and 16,000 older people saying they feel 'intensely lonely' in Leeds alone, there is much more to be done. We are proud that our grants have already enabled thousands of charities and community groups to improve the lives of many thousands of people in many ways, some life changing, some in terms of every day support.

We are now at a critical point in the organisation's development and are seeking to grow, both in terms of our philanthropic income and the impact we have on the most disadvantaged groups in our community.

Community Foundations are unique in that they are not cause-specific but they do operate within a particular geography. In our case, our focus is primarily on Leeds. We provide opportunities for donors – be they individuals, families, companies or organisations – to give back to their local community by investing in grassroots projects. We are also responsible for the neighbouring District of Bradford and are currently engaged in a pilot programme to see how best to raise investment and distribute grants in this area.

Leeds Community Foundation is a member of UKCF ([www.ukcommunityfoundations.org.uk](http://www.ukcommunityfoundations.org.uk)), a national network of 46 independent local community foundations which, collectively, are the 5th largest national grant funder in the UK. We are also part of a growing international movement which started in America and now has over 1,500 independent Community Foundations across the globe.

# Grants Administrator

## Key details

<b>Job Title:</b>	Grants Administrator
<b>Reporting to:</b>	Grants Officer and Head of Grants
<b>Salary:</b>	Up to £16,000, dependent on experience Contributory pension scheme in operation, on completion of probationary period
<b>Hours of work:</b>	Monday to Friday between the hours of 9 am to 5 pm. Ideally looking for 35 hours per week but some flexibility would be considered.
<b>Contract Term:</b>	The post is permanent, subject to a 3 month probationary period. The notice period for this role is four weeks.  Annual leave of 24 days plus statutory holidays is given and LCF closes over the Christmas period, giving an additional 2-3 days holiday.
<b>Place of Work:</b>	Leeds (city centre offices). We encourage use of public transport where possible, but a mileage allowance is offered for business vehicle and for bike mileage
<b>Equal Opportunities:</b>	We aim to be an Equal Opportunities Employer. We welcome all applications, regardless of age, disability, gender identity/reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. All applications will be considered solely on merit

# Job description

## Key tasks

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.

### 1. 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

### 2. 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
- Comparing small grant applications against fund priorities and requirements
- 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
- Direct liaison with finance re: payment of grants
- Filing, scanning and shredding grants applications, funding agreements and other related documents
- Updating grants information and written materials on the LCF website and social media
- Supporting communications with grants applicants and grantees
- Supporting 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

### 3. General Office Support and Systems

- Working with colleagues 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
- Assisting with the organisation of meetings and welcoming visitors
- Supporting communication between LCF teams i.e. finance, grants and development

#### **4 Other Duties**

We expect all staff to:

4.1 Comply with relevant policies & procedures including, but not limited to:

- Health and Safety policy and associated safe working procedures and guidelines
- Data Protection policy
- Equal Opportunities policy
- Confidentiality policy

4.2 Participate in team-working and staff development activities and attend training events, as required.

4.3 Actively support the values of Leeds Community Foundation.

4.4 Undertake any other duties commensurate with the grading of the post which may be reasonably required from time to time.

## Person Specification: Grants Assistant

Knowledge, skills and experience required (to be demonstrated on application form, from past experience and at interview)

	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• General administration in a busy office environment</li> <li>• Previous experience of inputting data into databases</li> <li>• Production of reports from databases</li> <li>• Application of data inputting, analysis and numerical skills in a work setting</li> </ul>	<ul style="list-style-type: none"> <li>• Work with charities, community groups and social enterprises</li> <li>• Previous work involving finance and / or grants administration</li> <li>• Ability to analyse data from reports</li> <li>• Salesforce and database familiarity</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills</li> <li>• High level of speed and competence in all Microsoft packages including Word, Excel and Outlook</li> <li>• Good written, verbal and interpersonal communication skills – especially on telephone</li> <li>• Ability to work well with colleagues as part of a team</li> <li>• Ability to work independently with minimum supervision and take initiative, when appropriate</li> <li>• Knowledge of finance relevant to the payment of grants</li> <li>• Prioritising workload and meeting deadlines</li> <li>• Fast and confident learner who asks for help when required</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with principles of grant making</li> <li>• Experience of using mail merge systems</li> <li>• Use of social media in a work setting</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 5 GCSEs, including English and Maths, at grade C or above (or equivalent)</li> </ul>	
<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>• Ability to get on with people from a range of backgrounds</li> <li>• Conscientious and reliable</li> <li>• Methodical and ordered approach to administration</li> <li>• Good attention to detail, even under pressure</li> <li>• Confident and approachable</li> <li>• Flexible and willing to respond to changing demand and priorities</li> <li>• Commitment to Equal Opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Confidence to work with a range of people including volunteers, community groups and trustees</li> </ul>

## How to apply

The closing date for applications is midnight on Sunday 1 July 2018. Interviews will be held on Thursday 5 July, with a view to the successful candidate taking up their post as soon as possible.

To submit an application for this job, please send a completed Equality & Diversity monitoring form, your C.V. and a cover letter (no more than 2 sides of A4) stating why you think you would be ideal for the position, based on the Job Description and Person Specification. Please send this to: [simone@leedscf.org.uk](mailto:simone@leedscf.org.uk).