

Grants Management Consultant (maternity cover)

Current Location: 84 Eccleston Square, London SW1V 1PX

Responsible To: Managing Partner

Consultancy Fee: The role is offered on a self-employed consultancy basis (£30-£35 per hour).

Working Hours and Arrangements:

This maternity-cover consultancy is expected to last approximately 12 months but may end earlier or be extended depending on the substantive post-holder's return date.

The position is a home-based role with occasional attendance at the office, for 7 hours per week, and is offered on a self-employed consultancy basis.

When working from home, an "Agile Working Day" has been adopted, running from 7.30 a.m. to 7.30 p.m., Monday to Friday.

This is divided into 'flexible' and 'core' hours as follows:

Flexible period in which you can work	07.30 – 10.00
Core period in which you must work	10.00 – 12.00
Flexible period during which a 20-minute break must be taken	12.00 – 14.30
Core period in which you must work	14.30 – 16.30
Flexible period in which you can work	16.30 – 19.30

Job Purpose:

The principal purpose of the role is to deliver the management and administration services to the Sylvia Waddilove Foundation UK. The post-holder will provide grant making support to clients that is of a high standard, ensures the department works effectively and promotes a professional image of the Firm at all times.

This role supports the full cycle of grant giving activities, such as reviewing funding applications, liaising with applicants and grantees and preparation for Trustees meetings. Liaising with Accountants and Investment Managers to prepare annual accounts and monitor the financial investments of the foundation.

The role requires someone with strong administration skills who can learn quickly and become familiar with Charity Commission rules, regulations and guidelines, trustee/client liaison, grant application processes, database management and reporting.

The Role also requires multi-tasking, efficiency, someone capable of good time management and organisational skill.

Job Description

Principal duties

- Preparation of documents to facilitate trustee meetings.
- Processing the application outcome including: rejection letters, grant offers, due diligence and corresponding with applicants.
- Support and attend trustee meetings, including preparatory work and minute taking.
- Assist with website administration and online application forms.
- To operate within a workflow and keep track of tasks.
- To comply with Charity Commissions filing requirements and deadlines
- Payment of grants

General Practice, Training & Compliance

- Ensure Charity Commission compliance and the SRA Code of Conduct are adhered to in all activities.
- Be accountable for own personal development, seeking out opportunities to learn new skills in order to continuously improve and progress and keep fully up to date with relevant legislation and practice.
- Assist in the implementation of procedures & practices that develop legally compliant, efficient and effective support to the Practice.
- Ensure the confidentiality of all Firm documentation and information in line with the requirements of the Data Protection Act 2018.
- Comply with individual responsibilities for health and safety at work, reporting any problems or areas of concern to the Practice Manager, Staff Partner or Thomas House as a priority.
- Ensure that equal opportunities and anti-discrimination are incorporated into all aspects of the post-holder's work.

PERSON SPECIFICATION

	Essential	Desirable	How Measured
Qualifications	3 'A' Levels or equivalent at C grade or above	Business related degree (2:2 or above)	CV
Skills	- Excellent interpersonal skills in order to build good relationships with clients and colleagues - Exceptional verbal and written communication skills - Highly organised and efficient approach to work - Able to multi-task and respond positively to a large, demanding workload - Strong prioritisation skills to enable competing deadlines to be met - Fast, accurate word processing and minute taking ability		Interview
Knowledge	Good computer literacy, including knowledge of case management systems and Microsoft Office	Use of LEAP legal software	Interview
Experience	- Experience in a previous grant-making administration role - Experience of working in a client/customer service environment - Familiar with providing financial, clerical and management support within a busy office setting	- Third sector experience - Website page administration and development	CV & Interview
Personal Qualities	- Self-motivated, diligent, dedicated and driven to succeed - Hardworking, proactive and positive attitude - Reacts well under pressure - Adept at handling conflicting priorities effectively - High level of integrity and empathy - Accurate, with good attention to detail - Able to use own initiative to research issues and find solutions - Flexible, adaptable and willing to help, whatever the task - Ability to work independently and as part of a team - Committed to providing exemplary levels of service to clients		Interview

