

JOB DESCRIPTION

GRANTS OFFICER

The Grants Officer is responsible to the Chief Executive through the Grants Manager for the following:

- 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 using the Society's Grant's management system. All such activity must be conducted 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.
 - Liaising with external providers to manage emerging grant requirements (e.g. EPVs) in support of the wider grants process.
 - 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 and events (internally and externally) to support Society objectives. Some travel may be required (as permitted) for these meetings and may include overnight stays.
- To provide caseworking support to existing or potential beneficiaries, including completion of grant application forms, regular beneficiary review forms and support to external partners where required.
- 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.

