

<b>Job Title:</b>	<b>Grants Administrator</b>
<b>Accountable to:</b>	Grants Manager
<b>Conditions:</b>	
<b>Hours of work:</b>	35 hours per week (can be worked flexibly)
<b>Base:</b>	Home-based with the option to work hybrid or full time from our offices in London, Vauxhall. This role will involve occasional (approximately monthly) national travel.
<b>Salary:</b>	£28,000 – 30,000 depending on experience
<b>Contract:</b>	Fixed term contract, 6 months
<b>Annual Leave:</b>	22 days pro rata + 3 fixed additional days over the Christmas period
<b>Application Closing Date:</b>	9am 16 <sup>th</sup> October 2024

<b>The Charity:</b>	<p>Near Neighbours brings people together in communities that are religiously and ethnically diverse, so that they can get to know each other better, build relationships of trust and collaborate together on initiatives that improve the local community they live in.</p> <p>Near Neighbours is a subsidiary of the Church Urban Fund, a multi-faceted organisation which works to catalyse social action and bring about positive change in lives and communities, that includes subsidiary charities the Just Finance Foundation, dedicated to improving financial education so that every child and family has equal opportunity to thrive, and Near Neighbours.</p> <p>Whilst these are 3 separate charities, we share an office, senior team and back-office functions, this role would be to work on our grant programmes for Near Neighbours.</p>
<b>The Role:</b>	<p>Distributing funds on behalf of the government, the bulk of this role will be to provide administrative support to the Windrush Day Grants Scheme.</p> <p>The Windrush Day Grants Scheme, funded by MHCLG, supports groups in projects to educate people about the Windrush story, foster a greater sense of pride and to celebrate and recognise the contribution that the Windrush Generation and the wider British Caribbean community have made to Britain as well as building community cohesion between people of different age groups and ethnic backgrounds.</p> <p>The role involves working as part of a small team, assessing bids against an agreed criteria, assisting with bidders queries, undertaking due diligence and other checks, supporting the panel with additional research, liaising with successful and unsuccessful applicants and ensuring the appropriate processes are followed to allow for the payment of grants.</p>

**Principal responsibilities include:**

- Provide administration for grants processing throughout all stages including receiving, assessing, tracking, payment/check requests, documenting all inquiries and/or proposals; assuring that submitted documentation meets all internal and legal/due diligence requirements; and maintaining accurate and timely records on Salesforce.
- To summarise grant applications and to write funding recommendations for NN staff or external assessors to approve/refuse applications.
- Collating information for the finance team to ensure the timely payment of grants.
- Supporting grant monitoring requirements, ensuring evaluation forms are processed effectively and the relevant data is captured and reported on.
- Contacting applicants with queries and requests for further information.
- Provide technical assistance to grantees with online application and reporting processes.
- Respond to email and telephone enquiries from a wide range of stakeholders.
- To attend occasional meetings with external stakeholders and partners.
- To assist the Grants Manager with the production of reports.
- To support fundraising and communications by compiling data and case studies as requested.
- Formatting occasional documents and promotional materials.
- Contacting previous grantees to request project assets for archive
- Updating project contact details
- Gathering and storing project assets alongside the relevant consent
- Taking occasional meeting minutes.
- Meeting coordination.
- Ad-hoc opportunities to visit funded projects to conduct light-touch interviews and/or observations.
- To undertake other duties appropriate to the post as may reasonably be required, consistent with the mission, vision and values of the charity. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive.

<b>Person Specification – Grants Administrator</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education and Training</b>	
A good general standard of education	Educated to Degree Level or equivalent
<b>Knowledge and Experience</b>	
At least 1 year's experience in administration or project support.	Experience working in the charity sector.
Experience of working with databases and content management systems.	Experience in grant administration.
An interest in the voluntary sector and social action.	Experience using Salesforce.
	A knowledge of issues associated with under-represented groups and communities.
<b>Skills and Attributes</b>	
Excellent IT skills - proficient in Microsoft Office, the use of databases, simple Excel sheets and able to quickly pick up new systems	Flexibility to sometimes work extra hours as required (to be taken as time off at a later date)
Self-motivated with a demonstrable ability to learn and develop new skills	
Methodical, process orientated with a high level of attention to detail.	
Strong planning, time management and organisational skills.	
Excellent interpersonal and communication skills, both written and oral: able to relate effectively to a wide range of people	
Able to work on one's own initiative whilst also being a collaborative team player.	
Ability to manage a varied workload.	

CUF as the parent charity will be the legal employer. The role will require occasional national travel.

CUF is an inclusive organisation and we welcome all applications. We want our workforce to be truly representative of the communities we serve. Diversity is an asset to our organisation and helps us create an inclusive, welcoming environment for all.

## HOW TO APPLY

**Potential Applicants:** If you're interested in applying and excited about working with us but are unsure if you have the right skills and experience, we'd still love to hear from you. We don't expect everyone to meet all of the criteria listed. If you would like to arrange an informal discussion about the role prior to making an application, please email [hr@cuf.org.uk](mailto:hr@cuf.org.uk)

**To apply:** please send/email an up-to-date CV and covering letter outlining your relevant skills and experience, relating to the listed responsibilities and person specification to: [hr@cuf.org.uk](mailto:hr@cuf.org.uk)

**Applications close:** 9am Wednesday 16<sup>th</sup> October