

The Caerlow Trust Grants Officer – Job Description and Person Specification

Position:	Grants Officer
Reporting to:	Charity Director
Location:	West London, hybrid working available
Salary:	£45,000 FTE
Contract type:	Permanent, full or part time (minimum of 25 hours per week)
Hours:	25 - 35 hours per week

Background

The Caerlow Trust (“the Trust”) is a family-led discretionary grant-making trust, governed by four trustees (the Board) that aims to alleviate poverty-related suffering in the United Kingdom.

The Trust’s operating principles are rooted in the basic belief that everyone deserves to have access to sufficient resources such that they are not concerned with day-to-day survival. It aims to achieve this by making grants targeting three main pillars of humanitarian relief: hunger, homelessness, and addiction.

Based in London, the Trust’s founders hope to make significant and meaningful change in the social landscape of London but also to grow to have a nationwide focus. The ambition is for the Trust to develop rapidly to become a versatile and flexible organization that will have a very real impact and make a huge difference to lives.

The Grants Officer is a new role and will join our small but expanding team at an exciting time, having an important part to play in turning this ambition into reality.

Role overview and purpose

The Grants Officer will provide a range of services that will support the Trust’s grant management cycle including research, assessment, database management, reporting and evaluation. They will also be a key contact for grant applications and recipients to support them throughout their relationship with the Trust.

Key responsibilities

Grants Administration:

- Act as the first point of contact for potential and actual grant applicants
- Organising and taking part in meetings with grantees, taking notes and following up on actions
- Administrative tasks relating to grants, including correspondence, drafting agreements, tracking of applications, reports and payments
- Undertaking scoping work and research about organisations that may be appropriate for funding
- Assist in reviewing grant applications undertaking initial assessments and completing due diligence checks

- Assist in reviewing grantee reports with supporting information to ensure compliance with any grant conditions
- Support the creation and maintenance of effective systems for applications, monitoring, and reporting in relation to the grant management
- Assist in research tasks related to the Trust's compliance with relevant legal or best practice standards
- Provide project management support for new activities or grant programmes
- Working with colleagues and grantees to develop the Trust's impact reporting capabilities
- Provide advice and guidance to applicants and grantees on administrative procedures, policies and practices

Database management

- Support the Trust to implement a CRM and grant management database, including system design and testing and data input
- Ensure all data is accurate, kept up to date and retained in line with data protection regulations
- Provide support and guidance to grant applicants to access and use the grant application portal
- Provide support and guidance to Trustees and other external evaluators to use the grant evaluation portal.

Other responsibilities

- Provide other ad hoc support to the Director as needed.

Key relationships and reporting lines

- Receives line management and development from the Director
- Works closely with other colleagues and volunteers as part of an effective team
- Develops great working relationships with grantees and potential grantees.

Person specification

Knowledge and experience:

- Knowledge and understanding of the issues being supported by the Trust, developed through work or study in a relevant field or through lived experience
- Work experience in the grant management cycle
- High level of literacy and numeracy, including experience of handling and analysing qualitative and quantitative data
- High level of computer literacy, including experience of using MS 365, and ideally grant-making databases
- Experience of liaising with a range of different stakeholders
- Understanding of impact measurement and evaluation
- Knowledge of data protection regulations and experience of ensuring compliance with them.

Key skills and abilities:

- Outstanding communications skills with excellent written and spoken English
- Excellent interpersonal skills
- Attention to detail and commitment to quality
- Strong administrative, planning and organising skills
- Excellent time management skills

- Strong analytical skills to be able to interpret information and data
- Ability to work on own and use initiative but knows when to seek advice and guidance
- Ability to identify improvements or problems and propose solutions
- Team player, with a proactive approach to supporting others in a small team

Personal qualities:

- Commitment to the vision, mission and values of the Trust
- Demonstrable interest in and dedication to the charity sector and the specific issues that are being addressed by the Trust
- A 'can do' attitude with results-oriented approach
- Commitment to respect and value equality and diversity and inclusion
- Enthusiasm for continuing personal and professional development
- Good judgment and integrity
- Self-awareness and sense of humour
- Adaptable and flexible, willing to work in an evolving and rapidly growing organisation

Other requirements

The Caerlow Trust is only able to consider applications from candidates who already have the right to live and work in the United Kingdom.

The Grants Officer will be required to travel across the UK as part of their role.

Working for the Trust

The Trust is committed to organisational and staff development. We offer various opportunities for staff to learn and develop, with management who are devoted to coaching and development. We encourage staff to attend events such as conferences, expert and donor meetings, to keep abreast of the developments in our areas of focus. The Trust is committed to being a good practice employer. We offer flexible working arrangements and a wide range of staff benefits.

How to apply:

Please submit a 2-page CV together with a 2-page supporting statement that outlines your motivation for the role and summarises how your knowledge, experience and personal qualities match the person specification. Please send these documents to recruitment@thecaerlowtrust.org

Closing date for applications is 29 September 2024.

We expect to hold first round interviews during the week starting 7 October.

Please note we reserve the right to close the post to new applications early if we receive a high volume of good quality applications.