

Job Description - Grants Administrator

We are an innovative, fast-paced and growing grant-making foundation that offers philanthropic advice, as a way to co-ordinate charitable giving and to ensure donations reach those that need it most.

Over the last 30 years the East End of London has experienced exceptional economic growth, but unfortunately the immense wealth and opportunity in places like Canary Wharf and the City continues to sit alongside some of the most deprived parts of the country. Working across Tower Hamlets, Hackney, Newham and the City of London, East End Community Foundation (EECF) is dedicated to promoting and providing a co-ordinated approach to philanthropy in order to improve the quality of life and opportunities for people living in the East End. Through our grant-making programmes, we aim to raise educational achievement, increase employability and improve social cohesion.

EECF was formed in 2012 as the result of a merger, which combined over 40 years of expertise as a grant maker focused on the East End. We have extensive knowledge of the area and we also undertake regular research to remain abreast of current needs.

EECF has experienced significant growth since 2012, with our grant making increasing by 90%. We are now looking for a part-time administrator to support our Grants and Community Engagement Team, ensuring EECF continues to deliver an accessible and credible grants service. You will be liaising with local organisations, preparing grants paperwork, supporting the delivery of workshops and community events as well as monitoring grants awarded.

The ideal candidate will be highly efficient with experience of working in a busy environment, have excellent customer service skills combined with a proactive, problem-solving approach. You will be joining a small committed team and undertaking a wide variety of tasks. You should be a team player with energy and enthusiasm as well as an understanding and passion for the local community.

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| Job Title: | Grants Administrator |
| Main Purpose: | To support the Grants & Community Engagement Team in the smooth running of EECF's grants programmes and community engagement activities |
| Reporting to: | Head of Grants & Community Engagement |
| Location: | South Quay, Isle of Dogs |
| Hours: | 21 hours per week |

Main duties and responsibilities:

- Provide the Grants & Community Engagement Team with full administrative support including answering calls, collating papers for meetings, drafting correspondence, gathering information and chasing responses
- Prepare and co-ordinate papers for the Grants Committee meetings in consultation with the Head of Grants & Community Engagement
- Minute Grants Committee meetings and follow up on any necessary actions
- Prepare grants correspondence including offer and refusal letters, grants contracts and reporting templates
- Support the monitoring and evaluation of grant awards including arranging monitoring visits and reviewing end of grant reports
- Maintain grants records and information using Salesforce database
- Respond to grants enquiries by phone and email
- Contribute to the delivery of Grants & Community Engagement Team events
- Support the delivery of EECF's Vital Signs research
- Offer support to the Grants & Community Engagement Team and undertake any duties in their absence
- Contribute to the work of EECF and play a full and active part as a member of the larger staff team

Terms and Conditions: Part-time position, 21 hours a week

Salary: £18,500 (pro rata)

Annual Leave: 23 days (pro rata)

Pension: 4.5%

Please send your CV along with a covering letter (no more than two pages) setting out your suitability for the post to paige.murphy@eastendcf.org or EECF, Jack Dash House, 2 Lawn House Close, London, E14 9YQ

Person Specification

Grants Administrator

Essential Experience/Skills

- Previous experience of delivering good customer service
- Ability to copy type and proof read accurately
- Excellent attention to detail with the ability to work accurately to strict deadlines
- The ability to manage a varied workload
- Problem solving skills with the ability to identify and resolve potential issues
- Strong organisational skills, based on a logical and common-sense approach
- Good IT skills including experience of Windows, Word, Excel and database management
- Ability to build positive relationships and work effectively in a team
- Strong written and oral communication skills with the ability to communicate with people from a wide variety of backgrounds
- An understanding of the particular needs and political context of East London (specifically Tower Hamlets, Hackney, Newham and the City of London)
- Able to work independently and as part of a small team

Desirable Experience/Skills

- Experience of working in an office environment and/or in a small team
- Knowledge of Salesforce database
- Experience of working with, or an understanding of, the voluntary sector
- An understanding of grant making organisations
- Minute-taking skills experience

Personal Qualities

- Energetic, enthusiastic and has a desire to learn
- Flexible and adaptable with good interpersonal skills and a 'can-do' approach
- Self-motivated and able to work on own initiative
- Dependable and reliable with the ability to be productive under time pressure
- Positive, resilient and supportive