

Recruitment of **GRANTS ADMINISTRATOR** (part time – 21 hours per week)

1 March 2019

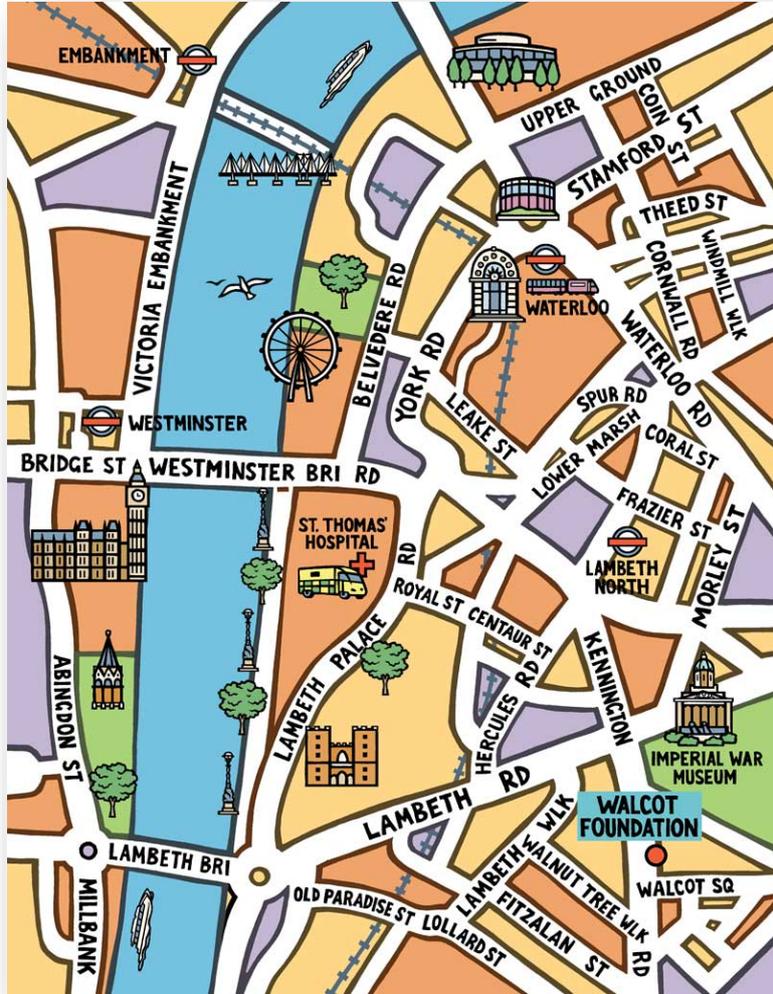
We are an independent grant-making foundation and charity with roots from the early 17th century. Our work is to break cycles of financial deprivation for people living in Lambeth. We offer *a hand up, not a hand out*, and seek to *tackle poverty by creating opportunity*

Over the ten years to March 2018 we made grants amounting to over £19 million. The Foundation's assets are in excess of £100 million.

We are seeking a new colleague to join us as Grants Administrator.

walcotfoundation.org.uk

We are located close to the Imperial War Museum and within easy reach of stations at Lambeth North, Elephant & Castle and Waterloo



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THE PERSON WE SEEK - SUMMARY

We are looking for someone to join us as Grants Administrator who –

- has a **real interest and commitment** to the purpose of the Foundation
- is excited about using their **effective administration skills** to have an impact on the lives of low-income Lambeth residents
- has **excellent relationship building** skills
- is able to **effectively analyse, synthesise and summarise data** from a variety of sources
- has **good communication skills** (writing, speaking, listening)
- has the temperament to work well as **part of a team**

Candidates from black and minority ethnic backgrounds (currently under represented in our team) are particularly encouraged to apply.

ABOUT THE JOB

Terms

The post is permanent and part time (21 hours per week – timings negotiable but please note office hours are Monday-Friday 0900-1700 with a 1 hour lunch break) and is based at our offices at 127 Kennington Road London SE11 6SF. We are very close to the Imperial War Museum and a short walk from Lambeth North Underground Station (Bakerloo Line). Elephant & Castle and Waterloo stations are within easy walking distance. We are well served by bus routes.

Salary is on a scale currently £26,658-£32,592 per annum full time equivalent. The pro-rata salary for 21 hours per week is on a range of £15,994-£19,555. The salary starting point is dependent on experience. Annual progression along the scale is subject to appraisal. The Foundation contributes 10% of salary to an employee pension. The appointee is required to contribute to their pension at a rate no lower than the national auto-enrolment level.

Annual leave entitlement is 28 days (plus public holidays), pro rata.

The appointee will serve a six month probationary period. The post reports to the Grants Manager.

Purpose of the Role

The Foundation makes grants to organisations, schools and individuals. We have an annual grants budget of c£2m. The majority of our grants to individuals support low income Lambeth residents of any age in further or higher education.

This post will **have a particular focus** on: ensuring the smooth administration of the Grants Team; assessing and administering small grant applications from individuals and schools; and promoting the availability of grants for individuals to schools and colleges. The **role requires**: strong administrative skills; good relationship skills (contact with applicants is primarily via email and telephone); and the ability to present clear written assessment reports and recommendations. **The work requires** attention to detail and effective time management.

The focus of the role described above may change depending on the needs of the Foundation.

Job Description (Key Duties)

General role

- 1 General team administration;
- 2 Carry out assessments of small grant applications (individuals and school educational field trips);
- 3 Share in the work of the small staff team in administering the Foundation effectively and positively and in maintaining and promoting the Foundation's positive image and reputation;
- 4 Undertake such additional duties as may be reasonably assigned.

Administrative Duties

- 5 Be the initial contact for general enquiries via telephone/email
- 6 Deal with all general Grant Team incoming/outgoing post
- 7 Ensure weekly grant pay-run is carried out, in conjunction with Finance Manager and Grant Team colleagues
- 8 Maintain contact details and grant information on the Salesforce grants database
- 9 Maintain the Grant Team filing system and ensure that older files are archived/destroyed in accordance with our policies
- 10 Ensure grants records are maintained and correspondence sent out in a timely manner, maintaining full records and audit trails (manual and electronic)
- 11 Liaising with and marketing grant opportunities to schools and colleges through email/leafleting and visits if requested

Small Grants Assessment

- 12 Assess and process grant applications from individuals and Educational Field Trip applications from schools:
 - providing advice and guidance to applicants and prospective applicants, primarily via telephone and email;
 - scrutinising and assessing applications;
 - liaising and negotiating with applicants on any aspects of their applications;
 - reaching a judgement and recommendation on each case, in line with current grant-making policies;
 - referring individuals to Walcot Careers Advice or Benefits Advice projects as required;
 - ensuring grant recipients comply with monitoring requirements.

Other

- 13 Maintain familiarity with the area of benefit (Lambeth) and its communities.
- 14 Assist colleagues and Governors in all areas of the Foundation's operation and carry out such tasks as deemed necessary for the effective and efficient functioning of the Foundation and the Walcot Estate, as may be commensurate with the grade and role.
- 15 Comply with all current employment, charity, data protection, equalities and other law and regulations.

Person Specification (What We Are Looking For)

<p>Knowledge & competence</p>	<p>ESSENTIAL</p> <ol style="list-style-type: none"> 1 Excellent administration skills, organised and efficient with good attention to detail. 2 Excellent relationship building and interpersonal skills, able to liaise well and respond to enquiries from a range of people and organisations, particularly by email and phone. 3 Able to express themselves clearly, when speaking and writing 4 Able to analyse and summarise information from a variety of different sources 5 Confident in computer work, especially in Microsoft Word, Excel and CRM databases <p>DESIRABLE</p> <ol style="list-style-type: none"> 6 Some understanding of the issues facing children, families and young people from low income backgrounds in an inner-city context and awareness/understanding of the benefits system
<p>Experience</p>	<p>DESIRABLE</p> <ol style="list-style-type: none"> 7 Experience of having worked successfully as part of a team 8 Experience of working in office administration 9 Experience of dealing with customers/clients via e-mail and telephone
<p>Personal qualities</p>	<ol style="list-style-type: none"> 10 Able to get on with work without close supervision, and ready to play a part in the wider work of the office as needed 11 Friendly and non-judgemental temperament, able to respond well and helpfully to a range of people 12 Demonstrates initiative, resourcefulness and self-motivation 13 Administrative skills that demonstrate the ability to organise and manage workload to deadlines 14 Committed to the objects and ethos of the Foundation 15 An understanding of the issues raised in a multi-cultural setting and an understanding of and a commitment to issues of diversity and equality.

WORKING FOR THE FOUNDATION

We're a small team, committed to the Foundation's work and its approach. Staff turnover is low, reflecting job satisfaction and a positive working environment. Relationships within the staff team and with Governors are good. We don't take these for granted and work at maintaining and nurturing them. There is an understanding of the different roles we play and in particular of the role of the Governors as charity trustees charged with ultimate responsibility for the stewardship of the Foundation, its assets and its purpose.

Because we are a small team no post can be exclusively restricted to one area of work. All staff are expected to contribute to the team and to work flexibly as required by the Director. Each member is expected to support colleagues and to work co-operatively and to take an interest in all aspects of the Foundation's activity. Each member of the team is expected to make corporate contributions, commensurate with their post, to strategy and development for the furtherance of the Foundation's aims.

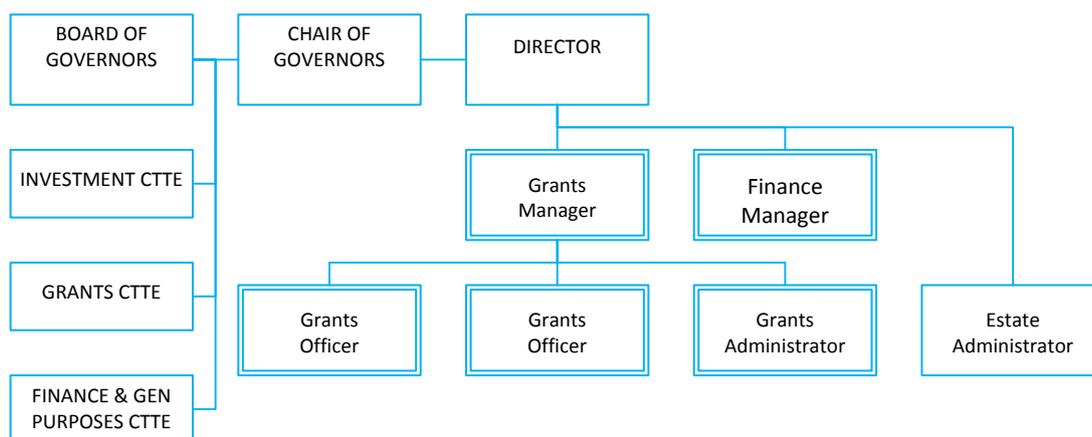
All post holders are representatives of the Foundation and so must conduct themselves in such a way as to maintain and enhance its purpose and mission. Some information retained by the Foundation is of a confidential nature and staff members are required to treat this with care and discretion.

Our principal function is to realise the Governors' wishes for how we are to fulfil our 17th century charitable purpose (the relief of poverty in Lambeth) in the light of 21st century realities of social and financial exclusion. To find out more, please look around our website.

The Foundation comprises four charities, two of which bear the name of our principal benefactor Edmund Walcot. Other charities have been subsumed over the years. We can trace our earliest roots to 1618. Our 'area of benefit' is Lambeth, an inner London local authority area.

We are very fortunate in being an endowed charity where our assets generate our income. We manage these carefully and control our costs in order to maximise the sums we have for grant-making. *Our aim is to have a real impact on the lives of those we assist by improving their long-term employment prospects.* An important aspect is our view of grantees as partners and not as recipients of charity. Many of those we help have reason to feel forgotten by society. Our aim is to build on the strengths they have and to restore their self-confidence.

Structure



OTHER INFORMATION

Access

Our offices are situated in adjoining basements of two 18th century townhouses. Access is by steps, and once within the offices there are several changes in floor level. There is no wheelchair access.

RECRUITMENT PROCESS

Please only make an application if you meet our **Person Specification** details contained in this pack.

Send your CV **AND** a short covering letter which explains why you are interested and why you feel you are suited to this role. What you write, and how you write it, will form part of the basis for our long listing.

Optionally please also complete our Equalities Monitoring Form (to be found in the download section of www.walcotfoundation.org.uk/jobs). This is used solely for statistical and monitoring purposes). Send your CV and letter (and the optional Equalities monitoring Form if you chose to) in a single email to office@walcotfoundation.org.uk

We will acknowledge receipt by email.

Closing date: 1pm Monday 1 April

Informal meeting with Grants Manager 5/8 April
Final Interview dates: These are likely to take place on 11/12 April

If you have questions that are not answered by this material or our website please contact Daniel Chapman, Grants Manager, on 020 7735 1925

Thank you for your interest in this post and our work. Find out more about the Foundation, its history and scope at walcotfoundation.org.uk