

Job Description

Job Title:	Grants Administrator
Contract Type:	Fixed Term- 12 months (with probability of extension)
Responsible to:	Grants Officer
Responsible for:	N/A
Salary:	Up to £26,000 – depending on qualifications and experience
Location:	Piccadilly Circus, Central London

About the Aziz Foundation

The Aziz Foundation is an independent grant making body that seeks to support the most disadvantaged communities in Britain. It aims to do this through development in these communities, and greater engagement by these communities in wider society. The Foundation seeks to support individuals and projects, strengthen organisations and networks, and help incubate innovative ideas that will ultimately improve the conditions in and for these sections of our society.

Job Purpose

Good selection and management of grants is at the heart of the Aziz Foundation's grant-making work. The post holder will support the Grants Officer to achieve this through effective and efficient execution of Grants Cycles. Working with the Grants Officer they will share responsibility for aspects of the Foundation's grant making work from initial application through to project evaluation.

Main Duties and Responsibilities

The main duties and responsibilities of this post will include the following:

Grants Management

1. Provide prospective applicants with application packs, advice, and support.
2. Assist in assessing grant applications in a timely manner and to the quality of standards required- including analysing the need and potential impact of proposals, organisational strength, due diligence, and risks etc.
3. Take part in other associated activities which may occur both pre-and post-award including providing advice, liaising with colleagues, peer grant makers, and applicants/ grantees on any aspect of their applications.
4. Send out reporting proforma to grantees as required and follow up on submission.
5. Assist in monitoring work of grantees, undertake relevant field visits and periodic evaluations- to ensure that funds are being spent in accordance with grant agreements and that the best possible results are being achieved.

Administrative Support

1. Provide admin support to the Grants Officer as required, including responsibility for accepting initial applications, and grant payment administration.
2. Assist in planning for meetings including preparing meeting rooms, issuing papers, and taking minutes where necessary.
3. Assist in the preparation and compilation of reports and statistics for various stakeholders including review committees, Senior Management, and the Board of Trustees.
4. Work with other colleagues as required.

Information Systems

1. Maintain electronic databases to ensure they operate smoothly
2. Maintain soft and hard copy files of documentations in orderly and easy to access filing systems.
3. Ensure all records are accurate and complete at all times so that information on grants awarded, reports and payment schedules are known and available at all times.
4. Maintain a contacts database, including partner grant-making bodies, delivery partners, all grantees and unsuccessful applicants.

Communications

1. Work with the Communications Officer to ensure that news stories, grant listings etc. are kept up to date on the relevant web pages.
2. Monitor and manage the generic email inboxes, including responding to correspondence.

Other Duties and Responsibilities

1. Be an ambassador for the work of the Foundation by demonstrating its values on the delivery of its work.
2. Work closely with other members of the team to ensure that the Foundation achieves excellence in grant-making and all its operational aspects.
3. Operate flexibly within a small team to ensure a focus on excellent service and working relations.
4. Represent the Foundation externally as required.
5. Carry out other associated duties, which may arise, develop, or be assigned.

Occasional travel, site visits and overnight stays may be necessary.

It is anticipated that the JD may change in the long term as the Foundation and its work grows, but this will always be done in discussion with the post holder.

Person Specification

Criteria	Description	Requirements
Qualifications	<ul style="list-style-type: none"> ▪ Educated to degree level or equivalent qualification. 	Essential
Experience	<ul style="list-style-type: none"> ▪ Demonstrable experience of grant making ▪ Experience in grant funding role, and an understanding of the considerations involved in the distribution of grants ▪ Experience of minute-taking 	Essential Desirable Desirable
Skills & Abilities	<ul style="list-style-type: none"> ▪ Excellent communication skills – Ability to communicate well in writing and verbally to a broad range of audiences. ▪ Excellent organisational skills – able to prioritise and manage a varied workload to tight and competing deadlines. ▪ IT Skills – high level of IT competence and excellent knowledge of Microsoft Office applications. ▪ Flexible approach - able to turn around requests quickly and can work, if and when required, during evenings and weekend. 	Essential Essential Essential Essential
Personal qualities	<ul style="list-style-type: none"> ▪ Ability to maintain confidential and sensitive information. ▪ Excellent interpersonal skills and strong team player. ▪ Ability to work in a small group and in a busy open-plan environment. ▪ Possess a positive attitude and high levels of energy, integrity, honesty and credibility. ▪ Meticulous attention to detail. ▪ Willing and capable learner. ▪ Diplomatic and tactful. ▪ Dynamic, pragmatic and can easily adapt to new challenges and scenarios. 	Essential Essential Essential Essential Essential Desirable Desirable
Values	<ul style="list-style-type: none"> ▪ Commitment to the values of the Aziz Foundation*. ▪ A desire to work across disadvantaged communities irrespective of backgrounds. 	Essential Essential

**The Aziz Foundation is inspired and guided by the values of: i) empowerment and growth of the individual, ii) the promotion of social justice for all communities and iii) the obligation to serve the common good in a diverse society.*

To Apply

Candidates are invited to email their CV with a covering letter by **11:30pm on 1st July 2018**, briefly describing how their skills and experiences fit the job description and person specification to: jobs@azizfoundation.org.uk

The Aziz Foundation reserves the right to vary or amend the duties and responsibilities of this role at any time according to its needs.