

The Geoffrey Watling Charity

Job Description for Grants Administrator

Job Title: Grants Administrator for The Geoffrey Watling Charity

Responsible to: The Trustees of The Geoffrey Watling Charity

Location: 8a Ber Street, Norwich, NR1 3EJ

Charity details:

These are given in detail on the Geoffrey Watling Charity website -
www.geoffreywatling.org.uk

The Charity has funds of more than £14 million and aims to give charitable grants of £500K yearly.

Tasks and Responsibilities:

Overall objective:

To administer all Grant applications for the quarterly meetings of the trustees and to carry out all relevant processing required by the Charity.

Grant Applications:

To receive grant applications from the website but also from emails and by post.

To maintain the database and files for each grant application.

Ensure that all processed applications comply with trustees' guidelines. Review and monitor applications until they are ready to be considered by the trustees at the next grants meeting.

Prepare the draft agenda for trustee meetings for confirmation by the Chair of the trustees and the Finance Manager.

Prepare all documents required for the quarterly trustee meetings & circulate to trustees by email.

To monitor and take minutes for the trustee meetings.

To issue minutes to the trustees after the trustee meetings, following approval by the Chair of the trustees and the Finance Manager.

To advise grant applicants of the trustee decisions.

To run the schedule of grants by cost bands for each meeting.

To amend the database to show actual grants made.

To arrange amendment of website to update details of grants made.

On the database enter expected dates for grant payments.

When they are fully funded applicants will request payment of their grant. Advise the Finance Manager who will organise payment by bank transfer.

Following grant payments update the database and notify the applicants accordingly.

Send information re the approved grants to the Website Manager after each trustee meeting.

Maintain the Grants Control Account and liaise with the Finance Manager as necessary.

When grants remain unpaid after 1 year – make enquiries and monitor. Advise the trustees of the position at each trustee meeting.

Note any press or website information in relation to grants made and retain for the Charity archive.

Other duties as required to facilitate the smooth operation of the Charity.

Compliance work:

Work with the Website Manager as required.
To assist the Auditors with their annual audit on matters regarding to grants.
To work as required with the trustees and the Finance Manager.
To deal with phone calls relating to grants and grant applications.
Work with the Charity's external IT provider as required re IT support.
Attend the quarterly grant making meetings of the Trustees.

Health and Safety /Risk:

Routine office responsibility only.

Qualifications and Requirements:

To have experience, either paid or voluntary, of working for a charity or a charitable organisation. Experience of having worked in small as well as larger organisations would be an advantage.
To have proven administrative experience.
IT experienced including spreadsheet skills and being generally digital confident.
Experience in using a grants database or similar is essential.
Experience of attending meetings and taking minutes.
Proven ability to work under own initiative.

Responsibilities:

After the successful completion of the probationary period of 3 months, the position of Grants Administrator would be confirmed.

Remuneration:

A salary relating to your experience would be awarded. This would be reviewed annually at the December Trustees' Meeting.
Hours - 14 hours per week. These can be flexible but are expected to be carried out during 9.00am to 5.00pm. Some working from home may be carried out but attendance at the office is expected at least once a week.
Holidays – statutory bank holidays plus pro rata equivalent to six weeks. Notice of holidays of a week or more must be given to the Chair of the trustees at least a month in advance for their approval.
Pension – to be agreed but would be at least the statutory minimum.

Expenses:

These will be minimal and would normally cover travel on Charity business for which you would be paid at cost of fares or current HMRC minimum rate for use of your own car. It would be rare to travel outside the area covered by the Charity which is Norfolk and the Waveney District of Suffolk.