

THE JOSEPH ROWNTREE CHARITABLE TRUST



JOB DESCRIPTION

1. **JOB TITLE:** Grants Officer

2. **MAIN PURPOSE AND SCOPE OF THE JOB**

To manage, administer and develop a grant programme (Northern Ireland) and occasional related initiatives.

3. **POSITION IN ORGANISATION**

Reports to: Assistant Trust Secretary

Responsible for: n/a

4. **DUTIES AND KEY RESPONSIBILITIES**

4.1 **GRANT PROGRAMME MANAGEMENT**

- Manage all aspects of the grant cycle, including support for applicants, assessment of applications, presenting and discussing applications with the grant committee and communicating decisions to applicants.
- Monitor grantees' work and expenditure of JRCT funds.
- Provide support to grantees, where appropriate offering advice and consultancy on priorities, strategies and maximising impact.
- Seek support from, and work with, the Assistant Trust Secretary, Operations Manager and external advisors as required to respond to occasional regulatory or media inquiries in relation to grantees.
- Facilitate networking between grantees operating in complementary areas, and arranging consultations as appropriate.
- Keep abreast of external developments through reading, attending conferences and similar events, and co-operating with other funders.

- Service a grant committee, ensuring they are provided with accurate and relevant information, and consulted where appropriate.
- Contribute to the development of grant policy.
- Undertake specific proactive projects as may from time to time be agreed by the grant committee to further the aims of the Trust.

GRANT ADMINISTRATION

- Co-ordinate the preparation and circulation of committee papers for the grant cycle, including consulting memos, agendas and minutes.
- Use the grants administration database to process and monitor grant applications and provide reports and statistics. Maintain accurate database records to enable the appropriate payment and ongoing monitoring of grants.
- Ensure that effective information storage and retrieval systems (paper and electronic) are developed, maintained and managed for the programme area and maintain records of committee membership and subscriptions.

5. GENERAL RESPONSIBILITIES

- Working at all times within the values and mission of JRCT.
- Being proactive in keeping up to date with developments affecting your work and maintaining and improving personal competence through continuous professional development.
- Taking direction on projects and priorities from your line manager and trustees, which may vary from time to time.
- Developing, fostering and maintaining effective relationships with relevant external stakeholders and organisations.
- Working to administration and communication protocols efficiently to ensure that organisational systems and procedures are implemented.
- Abiding by all organisational policies, codes of conduct and practice.

- Contributing to team meetings and organisational priorities.
- Supporting diversity and equality of opportunity in the workplace.
- Carrying out other associated duties as may arise, develop or be assigned.

September 2019