

Person Specification

Job title: Grants Officer

This person specification sets out the qualities we are seeking for this post. Please ensure that your application demonstrates how you meet these criteria. You may include voluntary, unpaid and paid work.

Overview

We are looking for a committed and self-starting person, with at least three years' experience in the voluntary sector, capable of working in a small team and of managing relationships with a wide range of people.

The successful applicant will have an enquiring mind, an ability to grasp issues quickly, and strong written and verbal skills.

S/he will have an interest in the fields in which the Trust funds, and personal commitment to the value base of the Trust.

Experience

You will have:

- at least three years' experience working in the voluntary sector or other social change organisations; grant-making experience is a distinct advantage
- experience of working with (or as part of) a voluntary committee
- recent experience of community development and / or conflict resolution and / or voluntary-sector capacity building and / or national advocacy
- experience of using databases.

Skills and abilities

You will have:

- excellent verbal and written skills, enabling accurate and sensitive communication with a wide range of people and organisations
- the ability to read quickly and analyse a range of written material and to summarise and present complex information clearly to internal and external audiences – for example taking notes of meetings involving complex issues and nuanced decisions, or providing written reports of a high standard

- the ability to offer an appropriate combination of constructive challenge and support, for example in liaising with funded groups
- a friendly and open approach to networking, and the ability to foster useful external working relationships
- strong IT skills, including use of databases, Microsoft Office applications such as Outlook, Word and Excel, and social media
- a systematic approach to work, with the ability to plan ahead, manage tasks and meet competing deadlines.

Education and training

Qualification to graduate level or similar, giving evidence of the skills to understand the voluntary sector and policy and social change at an advanced level.

A demonstrable commitment to ongoing professional development.

Knowledge

You should have:

- knowledge and understanding of the social and political environment in which the voluntary sector operates and the policy issues which impact across JRCT's work; knowledge of the current political and policy context in Northern Ireland would be an advantage
- an understanding of the need to maintain confidentiality in all areas of work including phone conversations, written materials and computerised materials and processes
- some knowledge of the beliefs and practices of the Religious Society of Friends (Quakers) would be an advantage, but is not essential.

Other

You will:

- have a personal commitment to the values that underpin the work of the Trust, including equality, integrity and nonviolence
- be flexible and able to travel and stay overnight for periods of time, within and occasionally outside the UK
- be willing to occasionally work evenings and weekends.

September 2019