Job title	Grant Systems Assistant
Salary	£20,020 Full Time Equivalent
Location	Hatfield
Contract	Permanent
Accountable to	Director
Hours	2 days per week

Advertisement

Would you like to use your IT skills to help those in need? This is an interesting opportunity for someone keen to progress a career in the charity sector by supporting us to distribute grants to other charities and social enterprises.

The Triangle Trust is a grant giving charity offering high impact grants to organisations working on the ground to support unpaid family carers or the rehabilitation of ex-offenders and offenders across the UK. We pride ourselves on using technology to run an efficient and supportive grant application process. We are seeking a well organised, extremely IT literate part-time Grant Systems Assistant, who will be integral to raising online awareness of our grants and ensuring high quality support is provided to grant applicants and the Triangle Trust Trustees. You will have a proven interest in the charity sector and experience of providing IT based administrative support.

In return you will gain experience of working for a small grant giving charity with an insight into all functions, and build a wide understanding of the UK charity sector and the challenges faced by community organisations directly supporting those in need.

About the Triangle Trust

The Triangle Trust is a charitable trust distributing £650,000 per year as high impact grants to charities and social enterprises working on the ground to support unpaid family carers or the rehabilitation of ex-offenders and offenders across the UK. We do not engage in fundraising as the grants we distribute are funded by our investment income. Our focus is to strengthen the community organisations working in our chosen sectors. Our funding is distributed as Development Grants which support organisations to build a solid foundation for their future, ensuring they can continue to provide support services to those in need.

Key tasks

1. To administer the application and review process for new grant applications including:
   a. Checking if all applications are complete as they are imported into the grants database. (A Salesforce database system is used)
   b. Reading all applications to ascertain whether they meet the grant criteria.
   c. Reviewing all grant applications with the Director to identify applications to be put forward for Trustee review.
   d. Compiling Trustee review scores for applications.
   e. Corresponding with applicants by telephone or email as required.
   f. Updating the database as the status of each grant application changes.

2. To administer the monitoring of on-going grants including:
   a. Maintaining an accurate record of when reports are due.
   b. Requesting and reminding grant holders to submit progress/final reports.
   c. To read and make recommendations to the Director regarding how well on-going applicants are meeting their targets.
   d. Maintaining accurate grant records on the grant database.
   e. Corresponding with applicants by telephone or email as required.
   f. To survey grant applicants regularly and summarise the responses received to monitor customer service.

3. To collate grant data from the database and export reports into Microsoft Office Excel, manipulating the data as required.

4. To support the upgrade of the Salesforce grants database planned for 2019. This will include working with the Director to identify the additional functionality required and liaising with the consultant undertaking the work to ensure the specifications commissioned are implemented.

5. To proactively raise awareness of the Triangle Trust grants to attract new applicants and share learning including:
   a. Keeping the Triangle Trust website updated with the relevant dates and information relating to grants.
   b. Managing the Trust's social media and electronic mailing activity.
   c. Identifying relevant advertising platforms.

6. To receive and respond to general telephone, email or occasional written enquiries in a professional and helpful manner. To administer the "info" email inbox, responding to and actioning enquiries as appropriate.

7. To assist with the organisation of the quarterly Trustee meetings, including the distribution and proof reading of papers in advance of the meeting, making room reservations, travel and catering arrangements. To attend meetings as and when requested.

8. To be responsible for maintaining and organising both the manual and electronic office filing systems and the archiving of documents.

9. To undertake other general administration tasks as and when requested by the Director.

The setting

1. This post provides support to the Director, the post holder must be prepared to proactively work to identify and develop the best mechanisms for offering support.

2. The Triangle Trust runs a paperless office with all systems in the cloud. The majority of the work will involve using the Salesforce grant database, Microsoft Office Excel, updating the website and electronic marketing. Being confident with this style of working and high IT literacy is essential.

3. The Triangle Trust has 2 part-time employees; the Director and the Grant Systems Assistant. The post holder will need to be comfortable working in a team of two in a small office environment, with periods of lone working and managing workload over part-time hours.

4. The Triangle Trust Board of Trustees meet 4 times a year, usually but not always in London. The Grant Systems Assistant will be expected to attend these meetings at least twice per year which may involve working outside of the usual hours. Time off in lieu is provided for any additional hours worked.

This job description is subject to review to ensure that it truly reflects the requirements of The Triangle Trust.

Person specification

	Essential/Desirable Criteria
Education and Training	
Good standard of education with a minimum of GCE / O level / GCSE passes grades A-C in English and Mathematics or equivalent	**Essential**
Demonstrated willingness to undertake training and continuing professional development when required	**Essential**
Educated to A level or above	**Desirable**
Experience	
Demonstrated experience of providing efficient and organised administration support.	**Essential**
Experience of using databases	**Essential**
Experience of updating websites/intranets	**Essential**
Experience of creating a variety of electronic documents, including mail merge letters, reports and presentation materials	**Essential**
Experience of manipulating data held on spreadsheets (eg Microsoft Office Excel)	**Essential**
Experience of developing, implementing and maintaining effective IT based administrative systems	**Essential**
Experience of planning and delivering marketing activities	**Essential**
Experience of grant management.	**Desirable**
Experience of working in the not-for-profit sector.	**Desirable**
Abilities and competencies	
Ability to use industry standard IT systems (e.g. Microsoft Office, Internet, etc) to an intermediate level	**Essential**
Ability to write correspondence in correct plain English.	**Essential**
Ability to prioritise workload and work to strict deadlines.	**Essential**
Ability to work with precision, accuracy, and attention to detail.	**Essential**
Ability to communicate confidently and professionally via email, telephone and in person.	**Essential**
Ability to work with a minimum of supervision.	**Essential**
Ability to work within a framework of confidentiality.	**Essential**
Ability to work with tact and diplomacy.	**Essential**
Other requirements	
Aptitude for using technology.	**Essential**
To have an understanding of the current issues faced by the charity sector.	**Desirable**
Flexibility to work outside the agreed hours occasionally (eg to attend external training or Trustee meetings).	**Essential**

Employment Details

Hours:	2 days per week (14 hours). Hours can be worked across 3 days between the core hours of 9.00 am to 5.00 pm if required.
Salary:	£11 per hour which equates to £8,008 per annum (£20,020 FTE).
Contract:	Subject to passing a 6-months probationary period a permanent contract will be offered.
Annual Leave:	10 days holiday (25 days FTE) plus 2.8 days (7 days FTE) for bank holidays per year. An additional 0.4 day of holiday (1 day FTE) will be added for each year of service up to a maximum of 12 days (30 days FTE).
Pension:	After the post holder has completed a successful probationary period, the Triangle Trust will contribute the equivalent of 3 per cent of gross salary to an eligible personal pension fund.
References:	Appointment is subject to receipt of two references deemed satisfactory by The Triangle Trust.
Office address:	Foundation House, 2-4 Forum Place, Fiddlebridge Lane, Hatfield, AL10 0RN

Selection Details

Application:	CV and a supporting statement (max 500 words) of how you meet the person specification to be emailed to joanne.knight@triangletrust.org.uk
Closing date:	Wednesday 23 January 2019 at 5.00 pm
Interview date:	Thursday 7 February 2019 in Hatfield
Enquiries:	joanne.knight@triangletrust.org.uk or 01707 707078 (Monday, Tuesday or Thursday)