

Job title	Grants Assistant
Salary	£25,000 (Full Time Equivalent)
Location	Brighton
Contract	Permanent
Accountable to	Director
Hours	14 hours per week preferably worked over 3 days (but could be 2 days if required)

Advertisement

Would you like to use your IT and database 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 non-profit organisations with social purpose.

The Triangle Trust is a grant giving charity offering grants to organisations supporting young carers and young 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 Grants 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 up to £1,000,000 per year as grants to charities and non-profit organisations with social purpose working on the ground to support young carers or young people with criminal convictions across the UK. We do not engage in fundraising as the grants we distribute are funded by our investment income.

This is an exciting time to join the trust as we are about to embark on developing a long-term strategy for the future. You will be able to play a key role in helping to identify and plan our future direction and embark on that journey with us.

Key tasks

1. 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.
2. 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 currently 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.
 - g. Updating database fields.
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 2022/3. This will include working with the Director to identify the additional functionality required and liaising with a consultant undertaking the work to ensure the specifications commissioned are implemented.
5. To support the Director to develop and implement a new monitoring system for grantees and ensure that Salesforce is able to collect and manage data appropriately to link in with this.
6. 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.

7. 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.
8. To keep the website up to date and refreshed with new photographs and images.
9. To assist with the organisation of the quarterly Trustee meetings, including the compiling, distribution and proof reading of papers in advance of the meeting, making room reservations, travel and catering arrangements. To attend Trustee meetings in London and take minutes.
10. To be responsible for maintaining and organising both the manual and electronic office filing systems and the archiving of documents.
11. 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. Most of the work will involve using the Salesforce grant database, Microsoft Office Excel, updating the Wordpress website and electronic marketing. Being confident with this style of working and high IT literacy is essential.
3. We like to build strong and supportive relationships with our grantees and have recently developed a 'funder plus' approach to providing ongoing support that involves working with partners as well as providing opportunities via our website for collaboration and learning.
4. The Triangle Trust has 2 part-time employees; the Director and the Grants 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.
5. The Triangle Trust Board of Trustees meet 4 times a year, usually but not always in London. The Grants Assistant will be expected to attend these meetings 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
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 and under own initiative.	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: 14 hours per week, preferably over 3 days with hours being worked between the core hours of 09.30 am to 4.30 pm. 2 days a week would be considered if required for an exceptional candidate.
- Salary: £10,000 (25,000 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 3.2 days (8 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: Brighton Eco Centre, 39-41 Surrey Street, Brighton BN1 3PB

Selection Details

- Application: CV and a supporting statement (max 500 words) of how you meet the person specification to be emailed to director@triangletrust.org.uk
- Closing date: Midnight on Sunday 15th May 2022.
- Interview date: Wednesday 25th May in Brighton
- Enquiries: director@triangletrust.org.uk or 07716 378564