

**Post Title:** Grants Administrator  
**Salary:** £18.5K (Full time position)  
**Responsible to:** Fund Manager

### **Post Summary**

Actively assist in the day to day operation of Kent Community Foundation (KCF) to ensure it continues to meet local community need and the requirements and wishes of our donors/funders.

Specifically, administration duties for allocated applications and funds.

### **Main Responsibilities**

First point of contact for applicants

Undertake due diligence checks on allocated applications

Undertake assessment on allocated applications

Production of record sheets/synopses and other fund panel documentation

Attending fund panels/visits as required

Post panel actions (as identified with fund manager)

Organising KCF promotional events for voluntary sector

Maintaining our database including data entry, running reports etc.

Managing end of grant monitoring process

Production of impact reports

General administrative duties

Any other tasks as directed by Fund Manager

### **Person Specification**

#### **Essential**

Good level of educational attainment

Excellent organisational and planning skills, with high level of accuracy

Excellent IT skills and confidence working with new technology; competent in Microsoft Word/Excel/ Access/ PowerPoint/Outlook applications, and using the internet

Excellent interpersonal, communication and customer service skills

Ability to work within a small team, with a flexible, positive 'can-do' approach

Hard working, ambitious, self-motivated, enthusiastic and energetic

Ability to cope with a variety of challenging situations in a calm and sensitive manner

Experience of working in a customer facing role

### **Desirable**

Educated to degree level or equivalent

Experience of assessing applications/requests

Understanding of the voluntary and community sector in Kent and Medway

Understanding of good governance

Understanding of CRM systems