



Post Title: Grants Officer

Hours: Full-time 37.5 hours per week

Location: Hybrid, with at least three days in our rural Ashford office

Responsible to: Director of Grants & Impact/Deputy Chief Exec

Salary: £27,850

Post Summary

One of two grants officers - key member of the grants team in the delivery of an efficient and effective grant-making process. Has specific responsibility for a number of key areas (with Director oversight), including as database super user.

Main Responsibilities

- Due diligence/assessment on applications for funding
- Produce impact reports
- Management of annual reporting system to show donors the difference their giving has made
- Administration of limited number of funds
- Management of limited number of less complex funds
- Supporting database administration with some 'super user' responsibilities, including basic configurations to adapt and improve processes, advice to team as necessary
- Data lead – report creation/manipulation, for both one-off and ongoing use, data representation and interrogation
- Assisting with the charity's events
- Any other tasks as directed by Director of Grants & Impact

Person Specification

Essential

Good level of educational attainment, with strong numeracy

Highly confident using databases/CRM systems – Salesforce ideally

Excellent IT skills & confidence working with new technology; competent in Microsoft applications

Good interpersonal, communication and customer service skills, including a friendly and supportive phone manner

Logical and analytical with a systematic approach, including excellent attention to detail and accuracy

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

Self-motivated and enthusiastic, suited for independent/home working

Ability to cope with occasional urgent requests in a calm and accommodating manner

Compassionate approach to others

Desirable

Understanding of the value of charities/community groups

Experience of the local third sector in Kent and Medway

Experience of working in a customer-facing role

Experience of Canva (or similar) for report design

Additional Information

25 days annual leave plus bank holidays

Up to 10% pension contribution