

Post Title: Individuals' Grants Officer

3-days per week, office-based (with possibility of some home-working post-probation)

Responsible to: Director of Grants & Impact

Salary scale: £25,750 pro-rata

Post Summary

Key member of the grants team in the delivery of an efficient and effective grant-making process, with specific responsibility for funds which make grants to individuals.

Main Responsibilities

Management of grants to individuals

Proactive promotion of the funds

Developing productive relationships with existing and new nominators, to ensure a steady pipeline of applications

Assessment of applications

Working with the finance team to ensure all grants are processed in a timely manner

Updating of all records on KCF's database

Detailed knowledge of current application/grants status quo to be shared with Chief Executive, as necessary

Production of annual impact reports for each fund

Co-ordination of Annual Children's Awards including all administration of financial awards to families

Any other tasks as directed by Director of Grants & Impact

Person Specification

Essential

Experience of working in an administrative role

Experience of working in a customer facing role

Excellent organisation and planning skills

Excellent IT skills and confidence working with CRM systems

Highly logical and systematic

Attention to detail and accuracy

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

Hard working, self-motivated and enthusiastic

Ability to cope with people in need in a calm and sensitive manner

Compassionate approach to others

Desirable

Working knowledge of charities/third sector in Kent and Medway

Experience of grant-making/payments to individuals