

GRANTS ASSISTANT Job description

Hours: 9:30am-5:30pm (or equivalent), Monday-Friday

**Reports to: Programme Manager (Science & Medicine)
Head of Grants & Policy**

Location: 8 Queen Anne Street, London W1G 9LD

Purpose and scope:

The Grants Assistant supports the Programme Manager (Science & Medicine) and the Head of Grants & Policy in administering the following programmes:

- Science & Medicine
- Health & Disability

On occasion support may also extend to other programme areas.

The Grants Assistant also has responsibility for some activities relating to all funding areas (e.g. payment of grants; on-site archiving).

Responsibilities/duties:

Grants programme administration

Unless otherwise stated, it is expected that these responsibilities relate to both programmes identified above.

- co-ordinating Stage 1 applications: downloading applications onto the grants database, ensuring that all necessary information has been received, identifying initial eligibility criteria, routing applications to the appropriate staff member, notifying unsuccessful applicants and drafting correspondence to those who are invited to submit a Stage 2 application.
- supporting the assessment process for Stage 2 applications: contacting external reviewers where necessary, processing completed reviews, and updating the grants database accordingly.
- supporting the preparation of paperwork for Panel and Trustee meetings, including where requested for other funding areas.

- supporting post-Trustee meeting work: ensuring the requisite grant acceptance information is received and processed in line with agreed timeframes, updating the grants database and adding all relevant paperwork to the grant files within a reasonable timeframe
- supporting the management of ongoing grants: dealing with grant holders' enquiries where necessary, ensuring progress reports are received and processed in line with agreed timetables
- general administrative assistance on all matters relating to these programmes, including drafting correspondence and dealing with initial enquiries
- maintaining the grants database, ensuring that information is kept accurate and up to date; monitoring the quality of data collection
- creating and maintaining the grant files, ensuring paperwork is filed correctly and in a timely manner
- supporting the collation of annual grants data (e.g. for annual report or through 360Giving)

Grant payments

- advising award holders on how to claim their grants, processing all claims and creating the monthly grant payment materials (in consultation with the Head of Grants & Policy)
- liaising with accountants and the Head of Finance on arrangements for the monthly grant payments (including arrangements for the monthly audit of payments)
- archiving of paid grants and maintaining the on-site archive room

IT (database)

- leading on maintaining the Gifts Online database (e.g. creating and updating IGAM online application forms; updating letter templates)
- liaising with the database suppliers

Office policies

- leading on data protection issues

Office management

- being one of the main points of contact for general enquiries via telephone and email, checking the answerphone and 'Grants' email inbox, responding to

messages or forwarding them to the relevant colleague
(particularly in the afternoon, once reception is unmanned)

- answering the door, looking after visitors and providing refreshments at meetings (particularly in the afternoon once reception is unmanned)
- helping, as necessary, with franking and posting mail at end of day
- managing general office filing in conjunction with other staff members, including maintaining day files

General

- assisting the Head of Grants with general correspondence and any other matters as directed
- such other tasks, commensurate with the post, that the Programme Manager (Science & Medicine), Head of Grants & Policy or Chief Executive may deem appropriate. This may on occasion include assistance at events outside the usual hours of employment.

Skills and experience:

Essential

- high level of spoken and written English
- excellent administrative skills, including a high level of attention to detail
- excellent written and oral communication skills
- the ability to prioritise tasks in a busy office
- the ability to work independently
- the ability to work well as part of a team and within a small office
- a personable and friendly manner
- professional personal presentation, particularly in external-facing situations
- a high level of discretion in handling sensitive information
- excellent IT skills
- enthusiasm for the activities undertaken by the Foundation, and ability to work across a wide-range of complex programme areas

Preferred

- degree-level education
- previous experience of using databases (particularly Gifts Online)
- knowledge and understanding of the sectors funded by the Wolfson Foundation and Wolfson Family Charitable Trust