



# Halton & St Helens

Voluntary and Community Action

## Halton and St Helens VCA – Job Description

**Role:** Grants Administrator (St Helens)

**Reports to:** Chief Executive Officer

**Staff Responsible for:** None

### **Job Purpose:**

From handling grant enquiries to preparing meeting papers and being the key grants database administrator you will ensure all aspects of Halton & St Helens VCA grant programmes are handled with efficiency and professionalism.

### **Key tasks**

- Maintain the VCA CRM system for all grant applications, applicants and programmes.
- Deal with email and telephone enquiries from applicants and potential applicants
- To perform initial checks for eligibility of grant applicants across all grant programmes and take part in other elements of assessment as directed.
- Ensure relevant documentation has been received with applications and progress with applicants.
- To collate and distribute documents for the grants panel meetings.
- To provide post-panel meeting support including processing grant payments
- Ensure grants are monitored in line with agreed processes.
- Assist with production of grant fund reports.
- To work with the wider VCA team to identify good PR opportunities.
- To assist with grant related mailings and events.
- To contribute to VCA's social media channels.
- To provide ad hoc office support as required

### **Professional development**

- Work with your line manager to undertake continual personal and professional development, taking an active part in reviewing and developing the roles and responsibilities.
- Adhere to organisational policies and procedures, including confidentiality, safeguarding, lone working, information governance, and health and safety.

### **Miscellaneous**

- Work as part of the team to seek feedback, continually improve the service and contribute to business planning.
- Undertake any tasks consistent with the level of the post and the scope of the role, ensuring that work is delivered in a timely and effective manner.
- Duties may vary from time to time, without changing the general character of the post or the level of responsibility.

It is the nature of the work of Halton and St Helens VCA that tasks and responsibilities are, in many circumstances, unpredictable and varied. All employees are therefore required to work in a flexible way when the occasion arises, so that tasks not specifically covered in the job description are undertaken. These additional duties will normally be compatible with the skills and responsibility of the existing work.

All employees are required to abide by Halton and St Helens VCA policies. All employees are also reminded of the need to keep all information regarding the organisation, its clients, partners and funders confidential, except where information needs to be shared on a professional basis with colleagues or external partners.

### **General**

- Provide own administrative support including setting up and maintaining office systems.
- Work to annual targets and provide reports to contract holders/funders and Halton and St Helens VCA Board of Trustees.
- Participate in training and information briefings and maintain an up-to-date knowledge of voluntary sector.
- Monitor complaints and follow procedure.
- Ensure the security of the office and office equipment.
- Able to travel locally, regionally and nationally.
- Attend staff, committee, and other meetings as appropriate and undertake any other work deemed necessary by the Chief Officer to further the aims and objectives of Halton and St Helens VCA.

### **Equal Opportunities**

HSHVCA is committed to equal opportunities, anti-discrimination and anti-oppressive policy or practice. No one we have contact with may be discriminated against either directly or indirectly on the grounds of gender, race, nationality, ethnicity, religion, marital status, sexual orientation, age or impairment. This policy applies to job applicants, employees, volunteers and service users.

### **Notes**

- All jobs are subject to change from time to time and this job description will be reviewed regularly. The job description is a guide to the work that you will be required to undertake and represents a range of responsibilities in line with the grade for the post.
- This post is subject to a 3-month probationary period.

## Person Specification

Criteria		Essential	Desirable
Qualifications and Training	Good general education	✓	
Experience	Working in a small team.	✓	
	Working in the charitable sector		✓
	Managing processes and maintaining records	✓	
	Proficient in use of social media		✓
	Working in a similar role		✓
Skills and Knowledge	Good communication skills (written and verbal)	✓	
	Able to demonstrate sound time management skills.	✓	
	Good organisation and administrative skills	✓	
	Ability to provide advice and support to community organisations on a one to one basis.	✓	
	A good working knowledge of Microsoft office software including Word and Excel	✓	
Other	Self-motivated and flexible		
	Ability to work independently		