

Grants Administrator

Main Duties

- i) Grants and Relationship Management Support
- ii) Provide administrative support to Grant and Relationship managers as required
Arrange, coordinate and attend grant-related meetings, managing relevant paperwork and taking minutes
Administration relating to Salesforce design and adaptation
- iii) Grants Administration
Processing the receipt of applications and carrying out pre-assessment checks
Supporting the assessment process e.g. inputting assessment comments and award decisions
Extract data and prepare reports including assessment summary reports
Generating offer and declination correspondence
Log receipt of award acceptances and checking conditions of funding having been met
Administration relating to grant monitoring reports
- iv) Data Management
Maintain on-line filing systems and databases
Data audit and cleansing to maintain data integrity
Extract data and prepare reports including assessment summary and grant trends
- v) General Administration
Communications including with beneficiary groups, updates to website
Providing back up support and cover for the efficient running of the Trust's office, alongside the Administration and Finance Assistant, including:
 - Managing incoming calls and enquiries
 - Ensuring meeting rooms are set up
 - Point of contact for visitors and others who use our offices
 - Liaison with contractors/suppliers etc, including those who offer support to our beneficiary charities

Person Specification

	Essential	Desirable
Skills, abilities and knowledge		
Significant experience and expertise in the use of IT applications including Microsoft Word, Outlook, Excel	X	
Experience in database management including input, maintenance recording	X	
Direct experience of Salesforce		X
Experience in administering meetings including minute taking	X	
Experience in drafting reports and correspondence	X	
Strong administration skills with good attention to detail	X	
Knowledge of record keeping in relation to governance and/or audit		X
Excellent written, verbal and interpersonal skills	X	
The ability to deal with confidential information and material in a professional and proficient manner	X	
The ability to respond to priorities set for workload to meet deadlines successfully	X	
Ability to implement and use effective systems and processes		X
Awareness of GDPR	X	
Personal Qualities		
A strong desire to achieve consistently high standards	X	
A friendly and professional manner and the ability to attend to people in an efficient and courteous way	X	
Willingness and ability to work as part of a small team	X	
The ability to work flexibly between tasks and to adapt to changing priorities, as may be necessary with excellent organisational skills	X	
Empathy for, and desire to support, charitable work in Scotland	X	