## **Grants and Projects Officer**

Hours: Full time, but part-time and flexible working patterns will be considered.

Location: Hybrid with at least two days per week in the Trust’s office in Dunfermline.

Salary: £27,740

Reports to: Grants Manager

Closing Date: 13 September 2024

Role overview

An exciting opportunity has arisen for a candidate with the right experience who is looking to develop skills in grant management, and project development and delivery within the charity, public or higher education sector.

The Carnegie Trust for the Universities of Scotland was founded in 1901 by Scots American millionaire Andrew Carnegie to promote equal access to, and excellence in, higher education in Scotland. For the past 120 years we have provided grants and scholarships to learners and researchers in Scottish universities, helping those who are unable to secure public support and those facing financial hardship to access higher education.

Under a new Chief Executive, the Trust is developing a refreshed Strategic Plan focused on enhancing the impact and influence of our funding. This post has been created to support the effective delivery of our core grant programmes and to provide wider support to the delivery of a new Strategic Projects Fund focused on bringing objective independent insights to aid policy development and address key challenges facing the higher education sector.

If you share our passion for ensuring equal access to higher education and advancing thinking and debates on the future of post-school education in Scotland, then we’d love to hear from you.

You will use your experience to help deliver positive impact from our grant schemes and investments supporting their effective delivery by assessing funding requests and providing grants and project support. You will join a small team of staff members in ensuring that Carnegie’s legacy continues to deliver positive outcomes for learners in Scotland.

## Key duties and responsibilities

**Grant management (60%)**

1. Support the Trust’s Grants Manager with the administration of the Trust’s core grant schemes (Undergraduate Tuition Fees, Vacation Scholarships and Research Incentive Grants) including assessing applications against the eligibility criteria for each scheme and (in the case of the undergraduate tuition fees) making recommendations for support.
2. Assist with the assessment process of research grant applications by sending out peer review requests and providing administrative support to the peer review process.
3. Develop and maintain positive relationships with applicants, grant recipients, peer reviewers, university admission officers and grant managers, ensuring that they have access to accurate information about the Trust’s grant schemes.
4. Support the Trust’s Business Manager with the financial management of grant schemes, including processing invoices for payment and reviewing end of grant expenditure reports, in line with internal policies.
5. Support the Grants Manager in developing a monitoring and evaluation framework for the Trust’s grant schemes, aligned to the Strategic Plan (in development) to enable scrutiny by the Trustees and inform future investment priorities.
6. In line with the monitoring and evaluation framework, maintain information on grant schemes and awards, ensuring accurate records are kept and using information to inform performance reports and continuous improvement.

**Communications and Engagement (25%)**

1. Contribute to the development and organisation of events for students, researchers and alumni relating to the Trust’s grant activities or Strategic Projects.
2. Contribute to the development of the Trust’s Alumni Network by researching past recipients and developing a database of contacts and information, considering how these could be used to promote and further the Trust’s ambitions.
3. Assist with the management of the Trust’s web pages and communications channels, generating content in relation to our activities and ensuring that the Trust’s funding opportunities, outputs and outcomes are publicised widely across a variety of media.

**Projects (15%)**

1. Support the development and delivery of the Trust’s new Strategic Projects Fund, undertaking project work as appropriate in line with agreed outcomes.
2. Keep up to date with relevant issues in the post-school education and research funding landscape and support the Grants Manager and CEO in considering their implications for the Trust’s grant programmes, strategy and investments.

Person Specification

**Essential criteria**

* Excellent critical analytical skills with the ability to review, collate and analyse information, assess options and make recommendations for action.
* Good communication skills with the ability to engage clearly and appropriately with a range of people at all levels, through different channels.
* Strong organisational skills with experience of working independently to prioritise competing workloads and deliver high-quality outputs within tight deadlines.
* Strong IT skills with experience using Microsoft Office (Word, Excel, Powerpoint) including Teams and Sharepoint.
* Experience of working as part of a small team, ideally within the charity or public sector, with flexibility to adapt to changing business needs and priorities.

**Desirable criteria**

* A degree level qualification.
* Relevant work experience with knowledge of and/or interest in charitable grant-making, research funding or higher education
* Experience using specialist customer relationship management systems or software e.g. Salesforce
* Knowledge and understanding of key issues affecting the higher education sector in Scotland

**How to apply**

You should apply in writing to admin@carnegie-trust.org with a copy of your CV and a supporting statement explaining how your experience meets the essential and desirable criteria for the role, and your motivation for applying for the post. Applications should be received by 5pm on Friday 13th September 2024.