



## **Candidate Information Pack**

### **Grants Administrator**

**(Maternity Cover: fixed-term contract for 12 months +)**

**£30,000 – £36,000, plus 6% pension and hybrid working**

#### **Please find:**

- Letter from Sara Harrity, Director
- Background Briefing
- Job Description
- Person Specification
- The Recruitment Process (timetable and how to apply)
- Links to the [Application Form](#) and [Equal Opportunities Monitoring Form](#)

**The A B Charitable Trust is committed to best practice in equality, diversity and inclusion**

For background information on the A B Charitable Trust, go to <http://abcharitabletrust.org.uk/>

## Letter from Sara Harrity, Director

Thank you for your interest in the role of Grants Administrator at the A B Charitable Trust.

The Trust was founded in 1990 to champion human dignity and support marginalised and excluded groups. We have always sought to be a supportive and relational grant maker and we listen carefully to applicants and grant holders.

The Grants Administrator will join us at an interesting and busy moment. We recently completed a strategic review, which has helped to increase our focus on human dignity and human rights for the most marginalised and excluded groups. [Click here](#) to find out more. The Grants Administrator will have experience of similar roles and will be confident in a range of administrative tasks, and will join a supportive and experienced team.

Building a team that is diverse and representative is hugely important, so whilst you will have knowledge of the voluntary, charity or community sector, we really want to hear from candidates from a wide range of backgrounds. **People who have a live connection to or personal experience of our priority areas and the intersection with structural racism are particularly encouraged to apply.**

In this pack you will find more information, which I hope will give you all you need to apply for the role. If you would like to have a preliminary conversation before applying, please email Allyson Davies to arrange a conversation (see the “More Information” section on page 8).

Thank you again. Your interest is really appreciated, and we hope to hear from you.

Yours sincerely

A handwritten signature in blue ink that reads "Sara H".

Sara Harrity, Director

## BACKGROUND BRIEFING

### Are you our new Grants Administrator?

- Do you genuinely enjoy administration, taking pride in attention to detail, and working with a friendly team?
- Are you committed to defending human rights and human dignity, and interested in issues affecting marginalised and excluded people?
- Are you emotionally intelligent and able to form and develop strong working relationships with a range of individuals and groups?

If so, then you might well be the right person to join the A B Charitable Trust at this exciting time.

### About the A B Charitable Trust

The A B Charitable Trust funds organisations that support the most marginalised and excluded people, with a focus on:

- Migrants, refugees and people seeking asylum
- Justice system and penal reform
- Human rights
- Access to justice

The Trust was founded 33 years ago to promote and defend human dignity. Our grant total was £5.7 million in 2022/23 and is expected to be over £6.5m in 2023/24.

Based within a centrally located, modern office on Bloomsbury Street, the A B Charitable Trust is co-located with other organisations, and benefits from a shared finance team and office space. The Trust itself is run by a small executive team that is friendly, hard-working, flexible and committed to learning and development, at both an individual and organisational level. While the team members work closely together and meet regularly, they also manage their own workload and work to tight deadlines. Grant applications are brought to quarterly meetings for decision by Board members. The team works to build relationships with applicants and grant holders and ensures that processes are in place to assess applications, prepare for decisions and process payments and monitoring accordingly.

Grants are made through three funding streams:

The *open programme* – provides unrestricted funding to small- to medium-sized charities to help strengthen their work. This programme is open to applications from organisations working in our areas of interest.

The *special initiatives programme* – grants are made by invitation and provide funding for unrestricted or project funding to organisations which

are filling gaps in our priority areas. These grants involve developing close working relationships with partner grant holders and other funders.

The *anchor programme* – grants are targeted to organisations which are indispensable to the sectors we fund. They are made by invitation and are usually long-term, providing infrastructure support to help build the resilience of the sectors we fund.

The team works collaboratively and collegiately and shares a commitment to providing a professional grants programme and to being supportive to everyone who comes into contact with the Trust.

### **About the role**

The Grants Administrator's focus will be to work closely with the team and Board members, ensuring that the work of Trust continues to be administered to high standard. As the first point of contact for the organisation it will be key that you enjoy providing supportive communications, both over the phone and via email, to everyone who comes into contact with us.

The Trust is on an upward trajectory and there will be opportunities to be a part of our development as we deliver our planned strategic changes. We have high aspirations for the Trust and are committed to best practice and continuous learning and improvement, and the Grants Administrator will need to share these values.

### **About you**

The Grants Administrator will need to be a team player who can work collaboratively and add value to the work. They will need to genuinely enjoy administration, be interested in our priority areas, and like building relationships. The Grants Administrator will have emotional intelligence, and will enjoy being part of a small, friendly team.

It could be the right opportunity for a range of potential candidates but whatever your motivations, the A B Charitable Trust would like to hear from you, particularly if you have experience of a range of administrative systems and processes, have emotional intelligence, are a good communicator and relationship builder, a team player, are flexible, organised, and have a demonstrable passion for our work. We are particularly keen to hear from candidates who have a live connection to the kinds of organisations and groups we fund and/or lived experience of our priority areas.

**We value, welcome and respect all the differences that make us who we are, including: age, cultural background, disability and mental health, ethnicity and race, gender, gender identity and expression, sexual orientation, and social background.**

## JOB DESCRIPTION

<b>Job Title:</b>	Grants Administrator
<b>Salary:</b>	£30,000- £36,000, plus 6% pension
<b>Location:</b>	Hybrid (at least two days per week in the Bloomsbury office) <sup>1</sup>
<b>Hours:</b>	Full-time (35 hours/five days per week)
<b>Contract:</b>	Maternity cover (fixed-term contract for 12 months+)
<b>Responsible to:</b>	Head of Programmes
<b>Works with:</b>	The Team The Board Grant holders

### Overview

The Grants Administrator is a key role within the ABCT team. They will provide essential underpinning support for all aspects of the team's work, to ensure the effective delivery and recording of ABCT's grant-making programmes. The Grant Administrator's work supports our Grants Managers and the work of the whole team.

### Purpose of the post:

To provide administrative support to the ABCT team, ensuring that systems and processes work as smoothly as possible, and that accurate information is provided to support ABCT's grant making.

- Grants Administration
- Database and website management
- Office and team administration
- Be a supportive first point of contact

### Grants administration:

1. Providing administration to a high standard across the whole grants cycle, including receiving applications, producing letters, administering payments to grant holders and monitoring and tracking grant reports.
2. Administration around financial assessment and analysis of accounts.

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<sup>1</sup> All members of the team are in the office on Tuesdays, and can choose their other day

3. Providing administrative support for the visits programme to grant holders.
4. Minute taking at Grants Committee and Board meetings.
5. Being the first point of contact for grants enquiries, providing information and guidance on the application process and, if an enquirer is not eligible, providing signposting to other funders and organisations, when possible.
6. Ensuring that applicant and grant-holder information is accurate and correct on Salesforce.
7. Keeping track of outstanding payments, and obtaining the necessary information for payments to be made.
8. Being the main contact point for suppliers and service providers, dealing with invoices and bills and liaising with the Finance Team to ensure that all payments are authorised and made.

### **Database and website management**

1. Contributing to the development and upkeep of a Salesforce grant management database, working with colleagues to ensure that the database is maximised and running reports when required.
2. Ensuring that grant applications, records, payment data and future grant 'promises' are recorded accurately and consistently on Salesforce, to ensure accurate financial reporting and forecasting.
3. Working with the team to maintain an effective website for the Trust, and ensuring content is edited and up to date.

### **Office & team administration:**

1. Managing team diaries accurately, setting up meetings for team and board members as necessary. Ensuring that all relevant parties are aware of meetings and that deadlines are met.
2. Organising travel and hotel arrangements when required.
3. Updating as necessary the documentation of ABCT procedures as they develop, and ensuring all information is accurate.
4. Working with colleagues to develop effective administrative systems and processes, and implementing new processes when required.
5. Dealing with telephone enquiries in a professional manner, redirecting or taking messages as appropriate and using initiative to deal with queries.
6. Awareness of the Trust's GDPR and data retention policies, and implementing them effectively.
7. Supporting on projects and events on ad-hoc basis.
8. Undertaking any other duties in support of ABCT's work as may reasonably be required.

## PERSON SPECIFICATION – Grants Administrator

E = Essential, D = Desirable

<b>Knowledge, skills and experience</b>	<b>E</b>	<b>D</b>
Experience of working in or with the voluntary, charity or community sector.		✓
Excellent administration skills, organized and efficient with good attention to detail.	✓	
Able to draft and present information clearly, accurately and appropriately in a variety of formats (e.g., letters, emails, reports).	✓	
Excellent relationship building and interpersonal skills, able to liaise well and respond to enquiries from a range of people and organisations, using email, the phone and face-to-face communications	✓	
Good organisational skills, able to juggle a range of roles and challenges.	✓	
Experience of using and maintaining a database, including developing relevant searches, reports and processes.	✓	
Accurate data entry skills, proactively updating data, whilst ensuring data quality and accuracy.	✓	
Computer literate with experience in using a range of office software packages (including Word and Excel).	✓	
Experience of maintaining and updating a website.		✓
Experience of some financial administration.	✓	
<b>Personal qualities and abilities</b>		
Strong communicator, able to deal in a helpful, friendly and professional manner with grant holders, trustees, colleagues and all enquiries/visitors to the office.	✓	
Strong time management skills, with the ability to work well under pressure and to organise and meet deadlines.	✓	
A self-starter and team player, able to work both independently and collaboratively.	✓	
An ability to be diplomatic and with a high regard for confidentiality.	✓	
Flexible and comfortable with change and working in an evolving organisation.	✓	
Works on own initiative and able to anticipate requirements, whilst understanding the need to check in and consult where appropriate	✓	
Commitment to learning and development.	✓	
Friendly, open and curious.	✓	
Enthusiastic, highly motivated and genuinely interested in the work of the A B Charitable Trust.	✓	

## THE RECRUITMENT PROCESS

### Timetable

Deadline for applications	10am, Monday 25 September 2023
Screening interviews	28 September–5 October
Panel interviews (in person at London offices)	10 October
Decision made & successful candidate notified	Mid-October

*Following interview, the successful candidate will be asked to demonstrate their right to work in the UK.*

### How To Apply

If you would like to apply for this role, please complete the [Application Form](#) and [Equal Opportunities Monitoring Form](#) (or download them from [the job board](#)), and also attach a CV outlining your career to date, including any academic and professional qualifications.

Please send your **application form**, **EO form** and **CV**, by 10am on Monday 25 September, to [applications+ABGA@allysondavies-consultant.com](mailto:applications+ABGA@allysondavies-consultant.com).

### Data Protection

The personal information that you provide will be used to process your application for employment with the A B Charitable Trust. Personal information about unsuccessful candidates will be held securely for 6 months after the recruitment exercise has been completed; it will then be destroyed or deleted. If your application is successful and you take up employment, the information will be used in the administration of your employment with us. It will be kept secure and will only be used for purposes directly relevant to your employment.

### More Information

If you need any further information or to discuss anything in more detail, please contact Allyson Davies at [applications+ABGA@allysondavies-consultant.com](mailto:applications+ABGA@allysondavies-consultant.com), or call 07968 556 164.