

Job Title: Grants and Administration Officer

Accountable to: Grants Coordinator

Conditions:

Hours of work: 35 hours per week (There will be occasional evening and weekend sessions which will be resourced on a 'time off in lieu' basis.)

Base: The post is based at Head Office, Westminster, London, although some travel will be required.

Salary: Band D2 - £24k - £27,999 plus generous pension (7.5%)

Contract: Permanent

Annual Leave: 22 days per annum plus Bank Holidays

The organisation:

Near Neighbours is an initiative of the Church Urban Fund. The Near Neighbours programme brings together those who are near neighbours in communities that are religiously and ethnically diverse, so that they can get to know each other better, build relationships of trust, and collaborate together on initiatives that improve the local community they live in.

www.nearneighbours.org.uk

Near Neighbours has **two key objectives:**

- Social interaction - to develop positive relationships in communities i.e. to help people from different faiths and backgrounds get to know and understand each other better.
- Social action - to encourage people of different faiths and of no faith to come together for initiatives that improve their local neighbourhood.

Our parent charity Church Urban Fund (CUF) was established by the Church of England as a practical response to unmet need and has been active in local communities for over 30 years. Our vision is to see people and communities all over England flourish and enjoy life in all its fullness.

www.cuf.org.uk

The role:

Near Neighbours (NN) runs a grant scheme giving small grants (£250 to £5,000) for grassroots cross-faith work that supports the wider work of the programme. This post will support our Grants Co-ordinator with the running and administration of the fund. It will involve learning the details of the grant programme as well as supporting the central administration of NN. This will include collecting information from partners to be submitted to the Department of Communities and Local Government who fund NN. It is an office-based post in a friendly team at Church Urban Fund in central London.

The person:

We are looking for someone who is versatile and organised, with an eye for detail, good people and communication skills, as well as a talent for administration. They need excellent written and spoken English, together with the willingness and ability to learn quickly such as IT systems and databases. An interest in the faith communities of England is desirable. The right person is self-motivated and comfortable working in a dynamic office environment with multiple tasks and activities to support. The opportunity is ideal for someone who wants to gain valuable experience in how a not-for-profit organisation operates and to work for an organisation committed to community action.

KEY RESPONSIBILITIES**The postholder will:**

- To receive grant applications to the NN fund, to assist in assessing them against grant criteria, interpret financial information, and assist in contacting applicants with queries and requests for further information
- To liaise closely with our local Co-ordinators in our areas of work in England ensuring the smooth delivery of the NN small grants programme, and any other grants programmes we may be running
- To summarise grant applications and to write funding recommendations for CUF or NN staff to approve/refuse applications
- To update the grant application database
- To keep careful files and records of applications and correspondence, both in hard copy and electronic form
- To work closely with CUF's finance team to assist in the management of timely payment of grants.
- To support grant monitoring requirements, ensuring evaluation forms are processed effectively and the relevant data is captured and reported on
- To attend occasional meetings with partners and support good communication between the NN partners
- To take minutes of meetings where necessary
- To support admin tasks in the CUF office in which NN is based
- Any other duties as required by the line manager or programme director that are commensurate with the grade

Person Specification

Essential Experience/Skills:

A helpful attitude and strong communicator in person, by phone and email	Application and interview
Organised and methodical, with the ability to manage their time effectively to deal with multiple overlapping demands.	Application and interview
Proficient in using IT such as Microsoft Outlook and Excel, and an ability to learn new processes and techniques quickly.	Application
Flexibility to sometimes work extra hours as required (to be taken as time off at a later date)	Application
A self-starter who is able to work well in a team but also to work on their own.	Application
Excellent command of the English language, and the ability to write concisely and clearly, an eye for detail, and to analyse and summarise written and financial documents quickly	Application and interview

Highly desirable Experience/Skills

An interest in faiths, the voluntary sector, social action	Application
Working as part of a team	Application
Experience of databases	Application

Personal qualities:

A pleasant, outgoing personality that fits well within a small office environment	Interview
An interest in a grants and admin role	Application

CUF and Near Neighbours aim to be equal opportunity employers and will ensure that no applicant or employee receives less favourable treatment on the grounds of gender, sexual orientation, disability, religion or belief, marital status, colour, race or ethnic origins, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

In accordance with the Disability Discrimination Act 1995, reasonable adjustments will be made to the requirements of the post to accommodate a suitable candidate with a disability.

Additional information

This is a full-time position with **an anticipated starting date of end of February 2019.**

To apply

If you would like to apply, please send your CV together with a cover note explaining how you meet the profile required to Florence Akuffo by 4 February 2019 - 5pm.

Interviews 11 February 2019.

Florence.akuffo@neareighbours.org.uk