

JOB DESCRIPTION

JOB TITLE: Grants Coordinator

REPORTS TO: Head of Programmes

DEPARTMENT: Programmes

SALARY: £24,000

DURATION: Permanent

WORKING ARRANGEMENTS: Full time

Job Purpose

Variety provides grant funding to children who are disabled or financially disadvantaged for specialist equipment and wheelchairs. The Grants Coordinator is responsible for overseeing all aspects of grant funding for the Wheelchair Grants programme across the South of England, Wales and Northern Ireland

Principal Responsibilities

- Overseeing the Wheelchair Grants Programme, acting as the main point of contact, ensuring it is delivered to a high standard and in line with Variety's policies and procedures.
- Processing all grant applications in a timely fashion.
- Providing excellent customer service to applicants and prospective applicants, providing advice and guidance over the phone and via email.
- Liaising with healthcare professionals as required to ensure the suitability of equipment for the needs of the applicant.
- Overseeing the allocation and completion of application investigations to Committee Members and other volunteers, ensuring they operate within Variety's Data Protection Policy at all times.
- Placing orders for equipment and ensuring prompt payment of invoices in conjunction with the Finance department.
- Ensuring the accurate recording of information at each stage of the grant application process.
- Providing regular financial and summary reports to the Head of Programmes and Grants Committees, identifying statistical trends and projected expenditure.
- Providing administrative support for grants committee meetings including preparing agendas and reports, attending meetings, taking minutes and ensuring actions are followed up in a timely fashion.
- Providing ad-hoc telephone support to Variety's regional branches as required.
- Supplying the MarComms team with relevant content for written stories, press releases, our website, fact sheets and other PR related activities.
- Staying up to date with advancements and changes in the field of assistive technology.
- Developing a database of potential advocates and referrers for marketing purposes.
- Attending marketing events and trade shows as required.
- Attending and supporting the delivery of relevant Variety Events which raise money to support Variety's Grant's Programmes.
- Organising presentations to successful applicants including managing all related logistics.
- Supporting Grants Committees and the Head of Programmes in the development of Variety's Grant Programmes.
- Contributing to the development of audits and evaluation reports.
- Providing administrative support for other Grant Programmes depending on workload, capacity and departmental demand.

General Responsibilities

- To achieve the highest standards of safeguarding for the children and young people who come into contact with Variety by complying with all appropriate Policies and Procedures. This includes working within Variety's data protection policies at all times.
- To be familiar and comply with Health and Safety procedures and policy; assuming responsibility for risk management in line with Variety's Risk Assessment and Critical Incident Policies and Procedures.
- Promote Variety's equality and diversity strategy linking with equality and diversity frameworks to ensure promotion of best practice and to inform and develop appropriate action plans.
- To work cross functionally with other departments, regions and countries.
- To contribute to the overall aim of the Charity by assisting in the co-ordination and administration of any activities related to the Charity as directed by the Head of Programmes.
- Variety operates within a constantly changing environment and as such work priorities and targets may change. Heads of Department reserve the right to make reasonable changes to the job purpose and accountabilities.

Some evening and weekend working will be required. Variety operates a time-off-in-lieu policy for out of hours working.

Variety, the Children's Charity, is committed to safeguarding and promoting the welfare of children and vulnerable adults.

Skills, Knowledge and Experience Required

Skills

Excellent administrative skills	Essential
Well organised, with a track record for meeting deadlines	Essential
Excellent written and verbal communication skills	Essential
Excellent interpersonal skills, with an ability to manage internal and external stakeholders	Essential
Computer literate with the ability to analyse and manipulate data	Essential
Able to apply sound judgment while working independently	Essential
Detail-oriented and highly organised with the ability to multi-task	Essential
Able to work under pressure	Essential
High degree of commitment and a conscientious approach to work	Essential

Knowledge

Good understanding of the principles of customer care	Essential
Knowledge of the barriers and challenges faced by disabled children and young people	Desirable
Technical knowledge of CMS software (preferably Microsoft Dynamics)	Desirable

Experience

Working in a customer service environment or public facing role	Essential
A minimum of 1 years' experience working in an administrative role	Essential
Managing stakeholder relationships	Essential
Working in a team	Essential
Working with committees	Desirable