



Charity registration number: 1154862

www.assistsheffield.org.uk

JOB IDENTIFICATION

Job Title: **Grants Officer** (Maternity Cover up to 12 months)

Accountable to: **Resource Manager**

Salary: £18,500 pro rata'd for 7 / 35 hours

Hours: 7 hours per week, worked on a flexible basis. Some evening and weekend work will be required

Holidays: 25 days p.a. pro rata + statutory bank holidays

JOB PURPOSE

To lead on development of ASSIST Sheffield's small (£10K and under) Trust and Foundation support. Research, develop, write, submit and thank small trusts.

To draft, support and comment on applications over £10K.

Provide support and oversight to the volunteer Grants team

Support Grants team with administration tasks.

Maintain an overview of applications and reporting ensuring all is done in a timely manner.

Provide support in monitoring and evaluation to enable accurate reporting of impact.

Support volunteers in the grants team.

MAJOR DUTIES AND RESPONSIBILITIES

Lead on development of small trust funding base.

To work and collaborate with other staff and volunteers to ensure that ASSIST achieves its aims for small grant applications. Those aims are:

- Build knowledge of our existing grants funders.
- Maintain relationships with our small funders.
- Research and develop relationships with new small funders.
- Report to small funders.

Support on large trust funding

- Monitor reporting requirements,
- Draft applications
- Support Resource manager to submit applications

Support the Grants team meetings and volunteers

- Induct new team volunteers
- Plan, convene and minute grant team meetings.
- Oversee grants group email account
- Maintain calendar for reporting

Monitoring and evaluation

- Identify information required for reporting and develop ways to retrieve this data from civiCRM.
- Work alongside other teams to ensure flow of information for reporting.
- Regularly update Trustee finance sub committee on Grant Fundraising.

Equal opportunities

- To actively promote the aims, core values and equal opportunities of the ASSIST service.

Personal Development

- To identify own training and development needs and undertake training as necessary.

Other duties

- To work as a member of the staff team and contribute to the general activities of ASSIST.
- Other duties of a reasonable nature as determined by the post-holders supervisor, from time to time, in consultation with the post-holder.

The duties described in this post may over time change and develop to meet the needs of the service. The description of this post may be amended after consultation with the post holder and in relation to individual appraisal.

EQUAL OPPORTUNITIES STATEMENT

ASSIST Sheffield is actively opposed to all forms of discrimination on the grounds of age, gender, ethnic origin, nationality, political belief, religion, marital status, domestic circumstance, immigration status, sexual orientation, physical or mental ability, trade union activity, health or formal education.