

**JOB DESCRIPTION**

**TITLE: Grants and Contracts Officer**

**LOCATION: Lewes and with flexibility to work from home**

**HOURS: 17.5 Hours per week, 0.5 FTE**

**RESPONSIBLE TO: Chief Executive**

**RESPONSIBLE FOR: Volunteers and supporters as appropriate.**

**PURPOSE OF THE POST:**

The purpose is to support the on-going delivery and development of the Charity’s grant and contract income to achieve related financial and other targets for identified priorities aligned to its strategic plan. Working closely with the Services Director and Chief Executive, you will maintain an updated services contracts schedule and maintain and develop a grant funding pipeline of current and prospective grants as agreed. You will support grant opportunity research and evaluation, play a key role in producing reports to funders and produce regular finance committee reports. Where appropriate you will support development activity regarding funding applications and supporter relations.

**DUTIES AND RESPONSIBILITIES:**

**Services Contracts**

1. Maintain the Charity’s service contracts schedule ensuring an accurate an updated record of contract funding and reporting requirements.
2. Work closely with Service Leaders, and the Head of Services as appropriate, in the preparation and submission of services contract reports as agreed.
3. Prepare regular reports to the Charity’s Finance Committee and support other service reporting as required.
4. Support development activity regarding current and prospective contract funding as agreed.

**Grant Fundraising plan.**

1. Maintain an on-going awareness of the Charity’s agreed grant fundraising plan, its related priorities, targets and outcomes, and progress against these.
2. Play an active role in the research and evaluation of prospective grant funding opportunities for achieving the agreed plan.
3. Attend the regular internal grant funding meeting, supporting and recording management discussion and decisions as appropriate.
4. Maintain the agreed monitoring and reporting framework for grant funding.

**Grants Pipeline**

1. Ensure there are appropriate links to information sources regarding grant opportunities and that these available for management consideration.
2. Support management research and reviews of potential grant opportunities from charitable trusts and other non-statutory funders including eligibility criteria, programme priorities and application processes/timescales etc.
3. Maintain the grant-making pipeline, delivering accurate and timely updates that reflect management planning and decisions.
4. Support the development of grant applications as appropriate and agreed.
5. Work closely with the Head of Services, Chief Executive and others as appropriate in the timely submission of compelling grant applications.
6. Liaise with the Head of Services, Finance Team and others as appropriate to monitor grant related financial and non-financial performance and ensure there is timely drafting and submission of grant related reports and related materials to the Charity’s Finance Committee, Management Team and external funders as agreed.
7. Play a leading role, working closely with the Head of Services and service leaders in the preparation and, following sign-off by the Head of Services submission of grant funding reports.
8. Support development activity regarding current and prospective contract funding as agreed.
9. Support the Charity’s maintenance and development positive grant funder relationships as agreed.

**Other.**

1. To work within the policies, procedures and quality frameworks adopted by Age UK East Sussex with particular attention to equal opportunities, data protection/confidentiality, safeguarding and health and safety requirements.
2. To undertake relevant training as required by the organisation and agreed with your line manager.
3. To be an Ambassador for the Charity, positively always promoting the organisation and its work.
4. To undertake other such responsibilities and duties as may be reasonably required by your line manager within the level and grading of the post and to work flexibly as required.

Age UK East Sussex reserves the right to review this job description from time to time to best suit the changing nature of the role in line with service needs. Any changes to this document will be made by mutual agreement.



**PERSON SPECIFICATION**

|  | **Requirements:** | **Essential/Desirable:** | **How Assessed:** |
| --- | --- | --- | --- |
| **Education/**  **Qualification** | Minimum A Level qualification or equivalent | E | Application/Interview |
| **Experience/ Knowledge** | Demonstrable understanding of how to effectively coordinate a contracts schedule, grant pipeline and/or grants/funded programme(s). | E | Application/Interview |
| Proven experience of successfully coordinating grant or contract funded services or other relevant programmes/ projects/ campaigns. | E | Application/Interview |
| A demonstrable ability to research, identify and evaluate potential new grant funding or other relevant opportunities. | E | Application/Interview |
| **Skills and Abilities** | Attention to detail and an ability to work in a consistently accurate and timely manner. | E | Application/Interview |
| Ability to organise self and assist others to be organised | E | Application/Interview |
| Ability to work to deadlines and under own initiative | E | Application/Interview |
| Ability to work well under pressure | E | Application/Interview |
| Excellent IT skills. | E | Application/Interview |
| Ability to write clear and accurate reports involving financial and non-financial content. | E | Application/Interview |
| Ability to work with others in the development of services and activities and to write clear description of this in support of funding applications. | D | Application/Interview |
| Knowledge of the local area | D | Application/Interview |
| Full clean current driving licence and use of a vehicle during working hours may be an advantage but a non-driver may be able to fulfil the role using public transport | D | Application/Interview |
| **Other** | An understanding of the needs of older people, and of the ethos of Age UK East Sussex | D | Application/Interview |

I confirm that I have received and read the above Job Description and Person Specification.

As an employee of the Charity, I understand the duties and responsibilities assigned to me. Furthermore, I understand that these are intended as guidelines and may change over time, as necessary. From time to time, I understand I may be asked to perform duties and undertake responsibilities that are not specifically set out in my job description but are suitable for my role and level.

**Employee Name.............................................................................................................**

**Signature........................................................................................................................**

**Date...............................................................................................................................**