

May 2023

Job Description – Grants and Data Officer

FiMT was established in 2011 with a £35 million endowment from the Big Lottery Fund to spend over a 20-year period. Our vision is for all ex-Service personnel and their families to lead fulfilled civilian lives, and our mission is to enable successful sustainable transition back to civilian life. The Trust awards grants and commissions research to generate a strong evidence base for influencing policy makers and service providers, and has recently increased its focus on influencing and convening thought-leadership activity. The Trust is seeking to recruit a flexible and experienced Grants and Data Officer with strong analytical, communication and inter-personal skills.

Job Details

Job Title:	FiMT Grants and Data Officer
Location:	Hybrid/London (occasional travel and overnight stays may be necessary to support events around the UK).
Status:	Full time 37.5 hrs
Salary:	£ 33,979 to £ 35,100 per annum (our Policy is to recruit at the bottom of the salary band, unless significant relevant experience can be demonstrated)
Benefits:	Group pension plan, interest-free season ticket loan, individual training budget, access to a cycle-to-work scheme, death in service insurance and annual health screening programme, up to 2 days paid volunteering time, up to 10 additional paid leave to undertake Reservist work.
Holiday:	30 working days plus Public/Bank holidays
Reporting to:	Grants and Programmes Manager (GPM)

Overall Purpose

As the Grants and Data Officer, you will support the delivery of the Trust's grant giving programme by working with grant applicants as they develop their applications and monitor and manage a case load of multi-year grants and support the wider grants portfolio as needed.

In addition, you will be responsible for the continued development of the Trust's grants management database (Microsoft Dynamics). This will include the analysis of the data, producing reports and dashboards to inform decision making via tools such as PowerBi. Furthermore, there will be opportunities to further innovate the system to enable a greater understanding of the grant portfolio and its impact, and support team members to use the system to best effect.

Key Responsibilities

- Support the GPM in the delivery of the Grants and Commissioning Plan.
- Work with grant applicants as they develop their full application and the subsequent external review process.
- Monitor and manage a caseload of multi-year grants and support the wider grants portfolio as needed.
- Work with other members of the Executive Team and FiMT Research Centre to proactively create opportunities and to exploit evidence, and work closely with the Independent Grants Assessor.
- Responsible for the development and overall management of the Trust's CRM and grants data. Work with the Policy, Influence and Evaluation team to further develop innovative ways to measure impact on the CRM.
- Represent the Trust externally as required.
- Conduct specific activities within GDO's area as directed by the GPM.

Skills and Knowledge

Essential:

- Experience of a grant funding role, and an understanding of the processes involved in the distribution of grants.
- Experience of Microsoft Dynamics or a similar grant management database, including the use of data imports and exports.
- Have an organised approach to work, and the ability to problem-solve, troubleshoot, and follow projects through to completion without supervision.
- An enthusiastic team player with good interpersonal skills who will enjoy helping others.
- Strong IT skills, with a working knowledge of Microsoft Office and in particular Excel.
- A curious, willing, and capable learner.
- A respect for the UK Armed Forces and an appreciation of their particular characteristics.

Desirable:

- An understanding of, and empathy with the work of the Service Charities.
- Awareness and understanding of the role of charitable trusts and foundations

Personal Attributes

- Integrity
- Intellect
- Sound work ethic
- Determination
- Flexibility
- Cultural and inter-personal awareness and sensitivity
- Initiative, subtlety and the ability to work collaboratively

To apply, please email a CV (no more than 2 sides of A4) and a Supporting Statement explaining how your skills and experience fit the role, to jobs@fim-trust.org.

The deadline for applications is: 29 May 2023. Interviews will be held in London.

Equal Opportunities

FiMT is an equal opportunities employer. We are committed to providing equal employment opportunities to all qualified individuals without regard to race, religion, sex, pregnancy, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, military/veteran status, or any other characteristic protected by law. FiMT welcomes applications from all suitably qualified candidates eligible to live and work in the designated geographical region. We are committed to diversity, and to employee well-being, engagement and development.

Data Protection

The personal information that you provide will be used to process your application for employment with the Forces in Mind Trust. Personal information about unsuccessful candidates will be held securely for six 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.