

## Job Description – Grants and Projects Administrator

The Forces in Mind Trust (FiMT) was established in 2011 with a £35 million endowment from the Big Lottery Fund to spend over a 20-year period on providing UK-wide support and advocacy for ex-Service personnel and their families to make a successful transition back to civilian life. The Trust awards grants and commissions research to generate an evidence base to influence and underpin policy makers and service providers, and to build the capacity of the Armed Forces charities sector. Some examples of our work are featured in our [Evidence into Impact: Forces in Mind Trust Impact Report 2011-2021](#).

### JOB DESCRIPTION

Job Title:	Grants and Projects Administrator
Salary:	£28,355 - £29,289
Location:	London/hybrid
Hours:	Full-time (37.5 hours per week)
Contract:	Permanent
Responsible to:	Grants Manager
Key relationships:	Senior Grants & Data Officer, Health Programme Manager, Operations Manager

#### Role overview/ Purpose of the post:

The main purpose of the Grants and Projects Administrator is to support the development and delivery of the Trust's grant programme, working closely with the Grants Manager and Operations Manager to ensure that assigned individual projects and collective grant-making activities are supported, ensuring the functions of the Trust work as smoothly as possible.

*Forces in Mind Trust operates a hybrid working policy allowing office-based work where required and home-based work when appropriate. This policy applies to the G&PA role.*

#### Role responsibilities:

##### Grant Administration

- Assist the Grant Manager, Health Programme Manager and Senior Grants and Data Officer by providing administration to a high standard across the whole grants cycle, including producing letters, administering payments to grantees, and monitoring and tracking grant reports.
- Lead on keeping track of grant payments and obtaining receipts, and uploading the necessary information for grants and payments to be made.
- Monitor and manage a caseload of multi-year grants and support the wider grants portfolio as needed.
- Work with the Policy and Influence team to assist with the overall evaluation and impact of projects.
- Assist in the preparation and distribution of documents for Programmes Committee and Board meetings, and any other Programme related meetings, supporting the meetings, taking minutes where required, and follow up as required.

### Database administration

- Work closely with the Senior Grants and Data Officer, and Grants Manager to contribute to the development and upkeep of the Trust's CRM (MS Dynamics), working with colleagues to ensure that grantee information is accurately maintained on the database.
- Collect and extract data for monitoring and evaluation purposes

### General Tasks

- Receive and manage telephone and email enquiries, dealing with them in a timely and efficient manner, redirecting or taking messages as appropriate and using initiative to deal with queries.
- Responsible for administering all the Trust's payments.
- Support the Operations Manager to continuously improve the systems and processes of the Trust to ensure that the operations run as smoothly as possible.
- Undertake any other duties in support of the Trust's work as may reasonably be required.
- Support the overall smooth running of the Trust working closely with other members of the Executive Team as required on meetings organisation, travel/accommodation and diary coordination.
- Be proactive in suggesting ways of improving and automating systems and processes.

### Relationship building

- Build supportive working relationships with all team members, enabling and assisting them when needed.
- Provide support to Trustees as required and help to solve issues as they arise.

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### PERSON SPECIFICATION ( A tick under E means Essential, a tick under D means Desired)

Knowledge, skills and experience	E	D
Experience of working in or with the voluntary, charity or community sector.		✓
Excellent administration skills, organised and efficient with good attention to detail.	✓	
Able to draft and present information clearly, accurately and appropriately in a variety of formats (e.g., letters, emails, reports).	✓	
Experience of taking minutes and writing them up		✓
Excellent relationship building and interpersonal skills, able to liaise well and respond to enquiries from a range of people and organisations, using email, phone, and face-to-face communications.	✓	
Good organisational skills, able to juggle a range of roles and challenges.	✓	
Good level of financial literacy and confident with numbers.	✓	
Experience of using and maintaining a database.	✓	
Accurate data entry skills, proactively updating data, whilst ensuring quality and accuracy.	✓	
Computer literate with experience and confidence in using a range of office software packages (including Microsoft Outlook, Word and Excel).	✓	
Experience of some financial administration.		✓

<b>Knowledge, skills and experience</b>	<b>E</b>	<b>D</b>
<b>Personal qualities and abilities</b>		
Strong communicator, able to deal in a helpful, friendly and professional manner with grantees, trustees, colleagues and all enquiries/visitors to the office.	✓	
Strong time management skills, with the ability to work well under pressure and to organise and meet deadlines.	✓	
An appetite to learn about and help develop a database and office systems generally.	✓	
A self-starter and team player, able to work both independently and collaboratively.	✓	
An ability to be diplomatic and with a high regard for confidentiality.	✓	
Friendly, supportive and enabling.	✓	
Enthusiastic, motivated and interested in the work of FiMT.	✓	

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#### **THE RECRUITMENT PROCESS – TIMETABLE**

<b>Deadline for applications</b>	<b>6<sup>th</sup> June 2022</b>
Panel interviews	15 <sup>th</sup> June 2022
Final Interview (if required)	22 <sup>nd</sup> June 2022
Decision made & successful candidate notified	27 <sup>th</sup> June 2022

Following interview, the successful candidate will be asked to demonstrate their right to work in the UK.

Applicant may occasionally be required to travel within the UK for event and meetings with infrequent overnight stays.

#### **How To Apply**

If you would like to apply for this role, please complete the Application Form [here](#), before the deadline.

#### **Benefits**

Group pension plan, interest-free season ticket loan, individual training budget, death in service insurance, health screening, access to a cycle-to-work scheme

#### **Holiday**

30 working days plus Public/Bank holidays

#### **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.