



## Grants Officer job description



### Accountable to: Grants Manager

The Grants Officer is responsible for supporting the Grants Manager in the administration of financial assistance grants and education grants.

The Grants Officer will also provide support to Keep In Touch (KiT) Officer when necessary to maintain and facilitate successful contact between KiT clients and volunteers.

### Key Activities - Welfare and grants responsibilities

- Provide advice, guidance and help to those contacting the QNI about financial assistance.
- Undertake initial assessments of new clients, preparing summaries for the Grants Manager and Welfare Advisors' consideration.
- Set up payments and regular grants to successful applicants
- in conjunction with the Grants Manager.
- Provide assistance to the Grants Manager in facilitating and running the education grants programme.
- Maintain confidential records on all recipients and grants.
- Provide reports and figures to the Chief Executive, Council and F&GP as requested
- Undertake and support the Grants Manager in biennial reviews of all grant recipients to assess need for continued support.
- Attend external meetings with other grant making bodies to keep informed of changing policy, practices and to share best practice.
- Liaise with other charities and voluntary organisations at national and local level as necessary to ensure maximum effective support to welfare clients.
- Provide help and assistance in co-ordinating meetings with Welfare Advisors to discuss welfare function and progress throughout the year and to disseminate information gathered from external meetings.
- Maintain accurate and up to date information on grants payments for the Finance Manager.
- Provide files for regular external and internal audit purposes
- Promote and advertise the welfare function in conjunction with the Head of Communications through leaflets, articles, letters to journals and via the QNI website.
- Build and maintain a sense of QNI community amongst welfare recipients through Christmas and Birthday cards, contributions to newsletters, and by attending QN events and celebrations.
- Provide case studies for fundraising purposes and for use in fundraising materials in conjunction with the Grants Manager.
- Assist the Grants Manager to maintain and update the Welfare manual as appropriate to reflect current practice.
- Attend relevant training courses as required.
- Attend external conferences as required and agreed by the line manager



#### **Keep in Touch programme**

- Provide support and assistance to the KiT officer, and Grants Manager to facilitate the smooth running of the Keep in Touch programme.

#### **Appraisal:**

- Regular informal appraisal will take place with the Grants Manager. Formal appraisal will occur yearly when there will be an opportunity to review and revise the job description.
- Appraisal should be seen as a shared activity and the wishes of the post holder of the utmost importance.
- Personal and professional development will be arranged through consultation and as necessary taking into account the needs of the QNI and the post holder.

**NOTE:** As this is a small organisation it is important that the post holder should be prepared to undertake such diverse activities as shall from time to time be necessary, including the support of the wider QNI team in the organisation and delivery QNI events and conferences.

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