###### groundwork logo green on whiteGroundwork London Job Description

Job Title: Programmes Assistant (Grants)

**Responsible to: Programmes Officer (Grants)**

Responsible for: Volunteers

Location: Groundwork London offices, with a requirement to work across London

Job Background:

Groundwork London is responsible for a number of grant schemes across a variety of areas of environmental and regeneration projects, including the TfL Cycling Grants London and the GLA Greener City Fund.

The Programmes Assistant supports the Programme Officer in the delivery of the Trust’s grants programmes, requiring the post holder to communicate and liaise effectively with applicants, grant money recipients and other stakeholders. The role undertakes grant application processing, project monitoring and the generation of reports within contractually agreed timeframes.

Main Objectives:

* Support the delivery of pan-London grant schemes and other programmes as required.
* Process submitted applications and complete monitoring and reporting for grant funded projects.
* Provide advice, support and training to potential and existing grant applicants and recipients.
* Assist with the administration and delivery of various panel and decision making groups.
* Act as a key point of contact for enquiries from the public in respect of all current grant schemes.

Key Tasks & Responsibilities:

* Communicate with funded groups about reporting deadlines, organising project visits and training sessions, and the development of case studies.
* Act as a key point of contact for all enquires, fielding questions and responding to interested groups.
* Provide advice, support and training to potential and existing grant applicants and recipients.
* Utilise set procedures to process grant applications.
* Undertake project monitoring and reporting for projects delivered by funded groups.
* Undertake grant holder monitoring and case study visits.
* Maintain supportive contacts with partners engaged in programme development and delivery.
* Assist with the administration and delivery of various panel and decision making groups, maintaining administrative and reporting systems to ensure an effective decision making and reporting process is fulfilled.
* Assist with the production of funders and partner reports and monitoring data to agreed deadlines.
* Contribute to the development and maintenance of efficient administrative systems and processes for grants programme management and development.
* Take responsibility for the efficient management, storage and retrieval of paper and computer records within the established Groundwork London filing system.
* Assist with the production of reports for the Groundwork London Board.
* Assist with the development of new programmes.
* Work with the Groundwork London PR and Communications Team to promote and communicate the opportunities and successes of the different grant programmes.

Other Responsibilities

* Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the Trust, as may reasonably be requested by the Executive Team.
* Work with due regard for Groundwork London’s core values and objectives.
* Ensure the effective implementation of and adherence to, the Trust’s Diversity, Equal Opportunities and Health and Safety policies and procedures.
* All staff, the Board and volunteers will actively support, in their daily operations and duties, Groundwork London’s Environmental Management System

Personal and Professional Development

* Participate in the Groundwork London Performance Management and Appraisal process, and agree short, medium and long-term goals with line manager, and direct line staff.
* Identify learning and development needs with line manager and evaluate T&D to demonstrate needs have been met.
* Share best practice and achievements, and actively seek opportunities to present outcomes and case studies.
* Contribute to the learning of others across the organisation by sharing knowledge and skills both informally and formally by participating in the trust’s training and development programme.

August 2019

**Position No: ID637**

**Note to Applicant: When completing your application form, you should demonstrate /evidence the extent to which you have the necessary education, experience, knowledge and skills identified as required by the Person Specification criteria for the post.**

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| **Position Name: Programmes Assistant (Grants)** |
| **Job**Factors | **Criteria No** | **Person Specification Criteria** | Ranking | **Criteria to be tested by the following** |
| **E = Essential****D = Desirable** | **Application Form** | **Interview** | **Presentation** | **Practical Exercise Test** | **Work Simulation Test** | **Certificates or Qualifications** |
| **Education, Qualifications & Experience** | **1** | Further Education qualification and / or a minimum of one years experience in a related role. | E | **✓** | **✓** |  |  |  | **✓** |
| **2** | Experience of either grants or contract administration. | D | **✓** | **✓** |  |  |  |  |
| Competencies | **3** | Awareness of urban environment, community development or environmental issues.  | E | **✓** | **✓** |  | **✓** |  |  |
|  | **4** | Good knowledge of MS Corporate Software applications including ability to develop, use and interrogate databases & Excel | E | **✓** | **✓** |  |  |  |  |
|  | **5** | Excellent verbal and written communication skills with the ability to set out and report information in a clear and structured manner  | **E** | **✓** | **✓** |  |  |  |  |
|  | **6** | Well-developed diplomacy and interpersonal skills, and the ability to relate easily to colleagues, and to external partners. | **E** | **✓** | **✓** |  |  |  |  |
|  | **7** | Excellent organisational, co-ordination and liaison skills and ability to organise meetings with stakeholders at all levels. | **E** | **✓** | **✓** |  |  |  |  |
|  | **8** | Ability to utilise complex administrative and monitoring systems with high levels of accuracy. | **E** | **✓** | **✓** |  | **✓** |  |  |
|  | **9** | Strong team skills with the ability to prioritise conflicting demands, achieve targets and support colleagues. | E | **✓** | **✓** |  |  |  |  |
|  | **10** | Ability to manage time effectively, and work with minimal supervision. | **E** | **✓** | **✓** |  |  |  |  |
|  | **11** | Understanding of the General Data Protection Regulations (GDPR); ability to maintain systems and information to ensure the effective security of information provided and held by the service. | **E** | **✓** | **✓** |  |  |  |  |
| Other requirements | **12** | Ability to work occasionally out of hours  | **D** |  | **✓** |  |  |  |  |
| **13** | Commitment to Equality, Diversity and Equal Opportunity | **E** |  | **✓** |  |  |  |  |