

**Grants Assistant / Officer**

**Job Description & Person Specification**

<b>JOB TITLE:</b>	Grants Assistant / Officer
<b>SALARY:</b>	£21,000 - £23,000 (depending on experience)
<b>HOURS:</b>	37.5 hours
<b>RESPONSIBLE TO:</b>	Charity Chief Executive
<b>ACCOUNTABLE TO:</b>	Office Manager
<b>LOCATION:</b>	Flexible. Will include office working at any of our four hospital sites - Queen Elizabeth Hospital Birmingham, Heartlands Hospital, Good Hope Hospital, Solihull Hospital and opportunity for some home working as suits the job holder and line manager. If candidates have a preference to work at any particular site please state this in your covering letter.

**KEY WORKING RELATIONSHIPS**

**Internal:** Office Manager, Grants Officer, Stewardship Team, Fundraising Team, Communications Team, Operations Teams, Director of Fundraising, Charity Chief Executive

Chairman and Board of Trustees, NHS Trust Communications Department, NHS Trust Executive Management Team

Consultants, Nursing staff, Clinical staff, Royal Centre for Defence Medicine staff, Medical Secretaries, Administrative Staff

**External:** Fundraisers, donors, supporters, volunteers, corporate sector, community groups, events management, NHS Charities Together, national and local media outlets

**JOB SUMMARY**

This is a full time post providing support to the Grants function at University Hospitals Birmingham Charity ('UHB Charity'), the official NHS Charity for the four hospitals of University Hospitals Birmingham NHS Foundation Trust - Queen Elizabeth Hospital Birmingham, Heartlands Hospital, Good Hope Hospital and Solihull Hospital.

UHB Charity is dedicated to improving the experience of patients, their families and the staff who care for them.

The Charity raises funds to support patients of the four hospitals by providing new and innovative equipment, funding research and supporting patient and family welfare projects.

The Queen Elizabeth Hospital Birmingham in particular has a world class reputation, and specialises in cancer treatment, organ transplantations and trauma care. It is also home of the Royal Centre for Defence Medicine, where the UK's military patients are treated.

Heartlands Hospital has a specialist neo-natal unit and very busy children's and maternity units.

Good Hope Hospital and Solihull Hospital serve the towns of Sutton Coldfield and Solihull.

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## Grants Assistant / Grants Officer

The Assistant role would suit someone looking to start their career within a grant making organisation as full training is provided, whilst for the Officer post we would be looking for someone who already has experience within a grant making organisation who will be able to immediately take on some of the grant making responsibilities within the team. For ease the description below refers to assistant only, but gives a full idea of the roles and responsibilities of the post.

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The Grants Assistant will work closely with other members of the hospital charity, in particular the Charity Chief Executive and Grants Officer, to efficiently administer the grant making programme for the hospital charity.

Working as part of a team the post holder will have specific responsibility for the accurate inputting of charitable orders, checking the suitability of grant requests, ordering items and corresponding with suppliers and procurement teams, and organising the payment of invoices.

The post holder will learn how the Charity proactively seeks feedback on its grants programme, and will be actively involved in sending out and obtaining grant review forms and passing on interesting case studies to the Charity's communications team.

Working as part of a team the post holder will also be involved in accurate receipting of donations, and correspondence with donors and fundraisers via telephone, email and face to face.

This role would suit someone looking to gain experience in a grant making organisation.

## **PRINCIPAL DUTIES**

- Providing secretarial and administrative support to the Grants function of the hospital charity as required.
- Ordering items through a variety of means including SAGE, Amazon, medical / pharmaceutical companies and other suppliers with specific responsibility for accurate inputting of charitable orders and liaising with procurement teams.
- Working with suppliers to ensure that the best possible price is obtained to maximise the potential of all grant expenditure.
- Taking responsibility for the full ordering process; from acknowledging the request, to checking its suitability, ordering items, ensuring delivery/receipt/payment as required and organising the delivery/collection of items to hospital staff / departments.

- Working with the Finance Team to ensure that income and expenditure is tracked to the correct fund.
- Liaising with all levels of hospital staff on charitable issues, including consultants, directors and nursing staff.
- Booking and paying for travel and ensuring that invoices are paid in a timely manner.
- Sending out fund statements on a quarterly basis to hospital staff and answering any queries that may arise.
- Ensuring compliance with charitable law & regulations and hospital procurement in ordering items purchased with charitable funds.
- Typing and processing of correspondence, reports and other documents as requested a daily basis with packages to include Microsoft Office i.e. Word, Excel Outlook, Access and PowerPoint, and donor database Raiser's Edge.
- Photocopying, answering the telephone, reception duties and other administrative duties as appropriate.
- Managing and prioritising unpredictable and frequently interrupted busy workload.
- Work with and delivering clear objectives and key performance indicators.
- Proactively contributing to the achievement of targets and the ongoing fundraising success of the Charity as a whole and to be a supportive, effective and collegiate team member.
- Supporting fundraising events put on by the charity and its supporters by attending and assisting the fundraising team as and when required.

## **COMMUNICATION**

- Relaying accurate and timely information to the Fundraising Team, the Charity Chief Executive and Charity Trustees on a regular basis. Communicating with clinical and non clinical staff within the hospital. Communicating with donors and fundraisers.
- Dealing with enquiries from the general public, disseminating information and ensuring that the appropriate action is taken, whilst maintaining the Charity's policies and procedures.

## **ORGANISATIONAL RESPONSIBILITIES**

- Maintaining procurement systems. Accurately inputting charitable orders. Receipting goods received. Production and upkeep of grant databases.
- Organising, with the rest of the team, manning levels of the Charity offices and hubs to ensure a continual service to the public.

## **PROFESSIONAL RESPONSIBILITIES**

- Able to present oneself in a professional manner as a representative of the hospital and the charity.

- Able to maintain confidentiality in all aspects of duty including fundraiser and donor data.
- Assisting in maintaining accurate records and to complete and return as requested statistical data.
- Maintain an accurate effective database, recording essential information and providing statistical data in accordance with guidelines and policy using Raiser's Edge, Microsoft Office, Word and Access.

## **MISCELLANEOUS**

- To represent the Charity in a variety of different contexts and to a variety of different audiences.
- To ensure that a positive image of the hospital and the Charity is projected at all times.
- To hold a flexible approach to work when asked to take on other fundraising or admin duties when the team needs to cover holidays, or at times of workload pressure.
- To adopt a supportive and collegiate approach when working with the fundraising team and other colleagues within the hospital.

The Grants Assistant will also carry out other projects and duties as directed by the Office Manager and Charity Chief Executive.

## **NOTES:**

This is not intended to be an exhaustive list of responsibilities but more an outline framework against which the post holder will be given flexibility to define the detail. Any changes will be the subject of consultation with the post holder.

All employees must adhere to and perpetuate Charity Policies and Procedures relating to:

- Health and Safety
- No Smoking at Work
- Equal Opportunities in Employment, including responsibilities under the Disability Discrimination Act.

Your attention is drawn to the confidential nature of information collected within the NHS. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and in the case of computerised information could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1984.

**Please note that employees are employed directly by the Charity and not the NHS.**

Employees do not have access to the NHS Pension Scheme.

Employees of the Charity are eligible to join a defined contribution pension scheme, to which the Charity will contribute 8% of an employee's annual salary in addition to employee contributions.

Employees of the Charity are eligible for enhanced maternity and sickness pay.

**Grants Assistant**

**Person Specification**

<b>Competence</b>	<b>Essential</b>	<b>Method of Assessment</b>
Education and qualifications	GCSE English Language or equivalent	Application
	GCSE Mathematics or equivalent	Application
	Experience of using Microsoft Office	Application
	<b>Desirable</b> Educated to degree level or equivalent	Application
Experience	Administration experience, preferably in an office based environment	Application/Interview
	Experience of working on own initiative	Application/Interview
	Previous experience of working with senior staff	Application/Interview
	<b>Desirable</b> Experience of grant making in a charitable organisation	Application/Interview
	Experience of working with donors and fundraisers	Application/Interview
	Experience of independent peer review process in an academic setting	Application/Interview
	Experience of procurement systems or financial procedures	Application/Interview
	Experience of working and consulting with patients and/or the public	Application/Interview
Skills/Knowledge/Ability	Excellent written skills with first class spelling	Application/Interview
	Use of Microsoft Office including Word, Excel, Access, Outlook, Powerpoint along	Application/Interview

	with other software packages	
	Ability to produce accurately typed and photocopied documents efficiently and to high standard	Application/Interview
	Ability to ensure accurate data inputting with a high attention to detail	Application/Interview
	Clear and polite telephone manner	Application/Interview
	Ability to work independently and under pressure, prioritising work to meet deadlines	Application/Interview
	Ability to deal with heavy, unpredictable workloads	Application/Interview
	Ability to set up and maintain organisational systems and follow processes	Application/Interview
	Ability to work flexibly to meet the needs of the charity	Application/Interview
	Problem solving	Application/Interview
	Record keeping	Application/Interview
	Ability to use own initiative and work unsupervised	Application/Interview
	Non-judgemental attitude	Application/Interview
	Accepts responsibility for own decisions	Application/Interview
	Ability to represent the Charity at events and functions	Application/Interview
	Good interpersonal skills and ability to influence people at all levels	Application/Interview
	Understanding and respect for the importance of patient confidentiality	Application/Interview
	<b>Desirable</b>	
	Understanding of the NHS and wider health and patient issues	Application/Interview
Additional Information	A team player with a flexible approach.	Application/Interview
	Available to work out of hours if required.	Application/Interview

	<b>Desirable</b> Car driver	Application/Interview
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## Grants Officer

### Person Specification

Competence	Essential	Method of Assessment
Education and qualifications	GCSE English Language or equivalent	Application
	GCSE Mathematics or equivalent	Application
	Experience of using Microsoft Office	Application
	<b>Desirable</b> Educated to degree level or equivalent	Application
Experience	Administration experience, preferably in an office based environment	Application/Interview
	Experience of grant making in a charitable organisation	Application/Interview
	Experience of independent peer review processes	Application/Interview
	Experience of working on own initiative	Application/Interview
	Previous experience of working with senior staff	Application/Interview
	<b>Desirable</b> Experience of working with donors and fundraisers	Application/Interview
	Experience of procurement systems or financial procedures	Application/Interview
	Experience of working and consulting with patients and/or the public	Application/Interview
Skills/Knowledge/Ability	Excellent written skills with first class spelling	Application/Interview
	Knowledge of grant reviewing procedures	Application/Interview
	Use of Microsoft Office including Word, Excel, Access, Outlook, Powerpoint along with other software packages	Application/Interview
	Ability to produce accurately typed and photocopied documents efficiently and to high standard	Application/Interview



	Ability to ensure accurate data inputting with a high attention to detail	Application/Interview
	Clear and polite telephone manner	Application/Interview
	Ability to work independently and under pressure, prioritising work to meet deadlines	Application/Interview
	Ability to deal with heavy, unpredictable workloads	Application/Interview
	Ability to set up and maintain organisational systems and follow processes	Application/Interview
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	Record keeping	Application/Interview
	Ability to use own initiative and work unsupervised	Application/Interview
	Non-judgemental attitude	Application/Interview
	Accepts responsibility for own decisions	Application/Interview
	Ability to represent the Charity at events and functions	Application/Interview
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	Understanding and respect for the importance of patient confidentiality	Application/Interview
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	Understanding of the NHS and wider health and patient issues	Application/Interview
Additional Information	A team player with a flexible approach.	Application/Interview
	Available to work out of hours if required.	Application/Interview
	<b>Desirable</b>	
	Car driver	Application/Interview