

Job Description

Job Title	Project Administrator
Responsible To	Senior Manager- Programmes
Responsible For	n/a
Salary band	£21,000- £23,000- FTE
Contract Terms	Permanent role- Full time, part time considered minimum of 25 hrs a week
Location	Coventry with some flexibility to home work.

About us

Heart of England Community Foundation is an independent charity with over 27 years' experience delivering bespoke grant programmes on behalf of a range of donors across the West Midlands and Warwickshire. We have awarded over £30 million over this time, supporting thousands of grass roots organisations with vital financial resource benefiting an estimated 5 million people across the region. The foundation delivers on behalf of a wide range of corporate donors, individuals and local authorities.

Our Values:

Care – we care passionately about our communities, our donors, and our team.

Fairness – we promote equality and diversity in everything we do.

Trust – we are trusted by all those who work with us.

Ambition – we give our communities strength to achieve their aspirations.

Fun – we take our work seriously with some fun along the way.

Background to this Post

We're looking for a Project Administrator to join our busy team. This is a new and varied role which will work across the whole charity supporting projects and providing administrative support.

The role of Project Administrator will be varied from providing admin support to our team, answering phone and email queries, taking minutes at meetings, organising events and activities and support the general running of the charity.

Key Responsibilities:

Key tasks and responsibilities

- Be flexible and proactive in providing administrative support across a range of business projects and teams as necessary.
- Answering queries to the Foundation as appropriate by phone or email.
- Administer our funding programmes for individuals, including relationships with the applicants, donors, suppliers and manage monthly reporting.
- Support the Grants Team during peak periods with programme administration such as importing, applicant support, panel administration and associated papers.
- Ensure consistent, accurate high-quality minutes are recorded from meetings.

- Work with the Communications Officers to collate case studies to promote the grants awarded.
- To work with the wider team on the general running of the charity.

General tasks and responsibilities

- Be a professional representative and Ambassador for the Charity at all times both internally and externally.
- Be an active part of the staff team by supporting, updating and informing colleagues, including via team meetings and sharing Outlook diaries.
- Keep abreast of national social policies and issues affecting the voluntary and community sector.
- Work in accordance with the charity's policies and procedures, including Data Protection, Equal Opportunities and Health and Safety.
- Be self-supporting for all administration and in the use of relevant IT systems.
- To occasionally work evenings or weekends as required.

Person Specification

You'll need to be an excellent communicator, who is organised and happy to work as part of a fun and busy team. You'll have loads of self-motivation and will not be afraid to go the extra mile to contribute to the Foundation's success.

Essential

- Effective organisational skills, including prioritising, so that deadlines and tasks are delivered on time, accurately and with attention to detail.
- Excellent communication skills with the ability to communicate with individuals at all levels.
- Ability to process, interpret and analyse information accurately and provide clearly written minutes, reports and documents.
- Intermediate IT proficiency, including Microsoft Packages (Word, Excel, Outlook and PowerPoint)
- Strong self-motivation and self-starter.

Desirable

- Knowledge of the charitable sector.
- Knowledge of Birmingham, the Black Country, Coventry, Solihull and Warwickshire.
- Valid driving licence for use in the UK.

Personality, Skills & Abilities:

- A team player.
- A good sense of humour.
- Able to build trust, rapport and credibility with relative ease.
- Willing to go the 'extra mile' to enable the charity and local communities to thrive.

Please note that this job description is to be regarded as guide to the tasks and activities we believe will be required but that it is not exhaustive and may change and evolve to reflect the changing needs and demands of Heart of England Community Foundation.