

PERSON SPECIFICATION

Skills, Knowledge and Experience

Essential

Experience:

- Experience of working with community groups, voluntary organisations and social enterprises.
- Experience of completing funding applications.
- Experience of appraising and assessing funding applications against set criteria.
- Experience of processing grant applications.
- Experience of measuring impact and social value.

Knowledge:

- A knowledge of grant making processes.

Skills & Competencies:

- Ability to support and assist organisations in accessing funding.
- Ability to work effectively as an individual maintaining a high level of commitment through self-motivation and organising time systematically.
- Ability to work as part of a team.
- Ability to prioritise tasks and manage workload to meet deadlines.
- Well-developed and proven administrative experience and organisational skills.
- Strong communication skills and the confidence and ability to speak with individuals and groups from diverse backgrounds.
- Ability to capture essential information from telephone enquiries and accurately input information into a database.
- Experienced in using Microsoft Office applications, primarily Word, Excel, Outlook and PowerPoint.
- Adaptability and initiative to take on additional tasks and look for opportunities to improve operations where appropriate.
- Ability to undertake research, analyse data and produce reports.

Desirable

Experience:

- Experience of delivering training.

Knowledge:

- A knowledge of funding programmes (i.e. Grants/Contracts/Funders).
- A knowledge and understanding of the challenges experienced in coalfield communities.

Travel:

A full driving licence and access to a reliable vehicle or be able to efficiently travel for course of your duties, across the UK.

Personal Attributes

- Highly organised.
- Conscientious with a positive attitude.
- Comfortable working independently and within a team.
- Willingness to work flexibly as a part of a highly professional team in order to meet workload demands, including occasionally working outside of normal working hours.
- Values-driven and aligned with CRT's mission.

Positioning Within CRT's Structure

The Funding Support Officer provides operational capacity as part of the CRT Support function.

The role will be expected to contribute towards:

- Positive customer satisfaction and feedback.
- Overall objectives for the CRT Support programme and CRT strategy.
- Reviewing and updating processes.
- Recording and maintaining data used to demonstrate impact.

The role supports the Development Manager – CRT Support by helping to deliver a core package of support for member organisations.