

Role Description: Grants Officer

Reports To	Chair, Resourcing Mission Committee
Location	Home based, but travel for face-to-face meeting around the District may be required.
Remuneration	Voluntary. Reasonable expenses will be reimbursed.
Time Taken	On average, six hours per month with peaks and troughs of activity within the year around Grant Committee Meetings.

Role Purpose and Objectives

- To provide advice and guidance to those applying for District grants.
- To ensure that the District's grants approvals processes are openly and fairly administered.

Responsibilities

- To respond to queries regarding the availability of grants and the application process.
- To receive grant applications and to check that the relevant supporting information is complete.
- To work with the Finance Officer to inform applicants of the outcome of their application and any conditions attached to grants awarded.
- To ensure that monitoring and reporting procedures are in place for grants, including sending report forms to projects/initiatives receiving ongoing funding at least annually.
- To work with the District Administration Manager and Communications Officer to ensure that information regarding grants is up to date on the District website and to provide content for newsletters.
- To be a member of the Grants Committee and share in decision making regarding grant applications.
- To be a member of the Resourcing Mission Committee, sharing in the development of the District's financial strategy to match resources to Connexional and District priorities and policies.
- To work with the Chair of the Resourcing Mission Committee and the District Administration Manager to prepare the agenda and circulate papers for Grant Committee meetings.

Person Specification

Required

- Member or a minister of the Methodist Church in the West Midlands District and actively participating in mission in their local context.
- Ability to work collaboratively as part of a team.
- Proven commitment to EDI/Methodist Justice, Dignity and Solidarity policies.
- Administrative and IT skills, including working knowledge of Office365 packages including SharePoint.
- Good eye for detail and a willingness to engage with the detail of grant applications.
- Good organisational and record keeping skills.

Desirable

- Experience of appraising grants and grant approval processes.
- Experience of charity governance and good practise within it.
- A good understanding of financial processes and willingness to engage with the detail of budgets and accounts.

The appointment is for three years with the possibility of extension for a further three years.

The appointment will be subject to a satisfactory Enhanced Disclosure and Barring Service (DBS) check.