

Role Description

Role Title

Grants Officer

(this may be combined with role of Minutes Secretary for Resourcing Mission Committee)

Reports to

Chair RMC

Location

Home based

Time needed

An average of 2 hours a week but more in the run up to committee meetings

Remuneration

Voluntary role with expenses reimbursed

Role Purpose and Objectives

Ensure District Grant Approvals processes are openly and fairly administered

Prepare papers for the District's Resourcing Mission Committee

Responsibilities

- Work with District Administrators to ensure information about District Grants is up to date on the District website
- Respond to queries coming to grants@wmmethodists.org.uk about availability of grants and grant application processes
- Acknowledge and record grant applications and check that all supporting documents are included
- Working with the Chair of Resourcing Mission Committee, prepare the agenda and then circulate papers for Resourcing Mission Committee (RMC) meetings (usually 3 per year)
- Inform applicants of the outcome of their application and any conditions attached to grants awarded
- Ensure proper monitoring and reporting procedures are in place for grants, including sending out report forms to all projects receiving ongoing funding at least annually

Person Specification



Role Title: Grants Officer

Required

- Member, adherent or minister of the Methodist Church in the West Midlands District and actively participating in mission in their local context
- can work collaboratively
- has a proven commitment to EDI/ Methodist Justice Dignity and Solidarity
- good administrative and organisation skills
- an eye of detail and willingness to engage with the details of grant applications
- good recoding keeping skills
- an understanding of the need for financial controls and property project management
- confident in using Information & Communications Technology systems including Microsoft Office 365

Desirable

- experience of appraising grants and grant approval processes
- experience of charity governance and good practice within it
- a good understanding of financial processes and willingness to engage with the detail of budgets and accounts