

## Role Description

### Role Title

## Grants Officer/Secretary Resourcing Mission Committee

### Reports to

Chair RMC

### Location

Home based

### Time needed

1 session a week

### Remuneration

Voluntary role with expenses reimbursed

## Role Purpose and Objectives

Ensure District Grant Approvals processes are openly and fairly administered

Prepare papers for and take minutes of 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](mailto: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)
- Take the minutes of RMC meetings
- 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/**

**Secretary Resourcing Mission Committee**

### *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
- experience of minute taking
- an eye of detail and willingness to engage with the details of grant applications
- good recording 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