

# Administrator (Grants and Investments) Recruitment Pack



Closing Date: Friday 16<sup>th</sup> August 2019

Interview Date: Friday 23<sup>rd</sup> August 2019

Reference: AGI/CSV

[salfordcvs.co.uk](http://salfordcvs.co.uk)

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## Introducing Salford CVS

Thank you for your interest in applying for a job at Salford Community & Voluntary Services.

We want applicants to be able to understand who we are as an organisation and also to be able to demonstrate how their skills and experience meet the requirements of the advertised role.

We have provided you with information and guidance to help you through the process but should you have any difficulties please do not hesitate to contact [recruitment@salfordcvs.co.uk](mailto:recruitment@salfordcvs.co.uk)

## Who we are and what we do

Salford Council for Voluntary Services was established in 1973 and has been based in various office locations in Salford ever since.

Originally operating as a co-operative, the structure began to change in 2001 when it had its first Co-ordinator, closely followed in 2002 with its first Chief Officer.

The organisation was incorporated as a Company Limited by Guarantee in 1985 and registered as a Charity in 1988. In 2008 the organisation was renamed **Salford Community and Voluntary Services**.

Today Salford CVS acts as the city-wide infrastructure organisation for the voluntary, community and social enterprise sector; providing specialist information, advice, development support and opportunities for influence and collaboration. We provide support for organisations to establish and develop including training for their staff, volunteers and trustees.

Our Volunteer Centre provides support for individuals who want to volunteer and assistance for organisations developing volunteer programmes.

Salford CVS operates within a wider framework in terms of our membership of NAVCA and NCVO nationally and our membership of, and involvement with, GMCVO and other local infrastructure organisations across Greater Manchester. Recently we embarked on a joint venture with other locality CVS' called 10GM.

## Our Mission Statement is

“Making a Difference in Salford”

## Our Vision is for

“A robust voluntary, community and social enterprise sector that meets the diverse needs and aspirations of the people of Salford”

## Values

MAKING A DIFFERENCE through:	
<b>PASSION</b>	Passionate about the Voluntary, Community and Social Enterprise Sector
<b>INNOVATION</b>	Innovative in our approach
<b>QUALITY</b>	Quality at the heart of all our activities
<b>COOPERATION</b>	Stronger when we work cooperatively with others to achieve our vision
<b>DIVERSITY</b>	Celebrating diversity and promoting equality in Salford
<b>IMPACT</b>	Demonstrating impact and making a difference every time

## Salford CVS: Strategic Priorities 2018 – 2023

THEME	WORK STRANDS		
<b>INVESTMENT</b>	Funding / Fundraising	Contracts / Commissioning	Trading
<b>VOICE</b>	Representation	Influencing	Campaigning
<b>SHARE</b>	Resources	Information	Collaboration
<b>VOLUNTEER</b>	Governance	Good Practice	Brokerage
<b>COMMUNITY</b>	Poverty	Inequality	Wellbeing
<b>IMPACT</b>	Compliance	Quality	Social Value

## Information specific to the post

An opportunity has arisen to join Salford CVS to support the work of the Grants Team and wider Administrative Team supporting a number of Salford CVS' programmes. The Grants Team manages an expanding number of grants and investment schemes. We are currently funding between 150 and 200 voluntary, community and social enterprise projects per year that are helping to enhance the lives of the people of Salford.

**Salford CVS' Grants Team** currently directly delivers grants and investment programmes on behalf of a variety of local funders, including NHS Salford Clinical Commissioning Group and Salford City Council. Details of our current grants programme can be found here:

<https://www.salfordcvs.co.uk/our-grants-and-investments>

Salford CVS supports the Grants for Good Campaign and follows the Principles of Good Grant-Making <https://www.dsc.org.uk/grantsforgood/>

## **The Administrator (Grants and Investments) is a 12 month fixed term contract**

The post-holder will provide administrative support to all aspects of the grants and investments lifecycle, which includes:

- Marketing and promotion of available grants
- Advising and supporting grants applicants by email and phone
- Undertaking eligibility checks of grants applications
- Preparation of paperwork for grants decision-making panels
- Informing applicants of the decision
- Processing a range of investments
- Monitoring of funded projects
- Producing accurate and timely statistical and narrative information
- Updating the grants and investments section of the CVS website
- Creating web-based and paper application packs
- Maintaining relevant parts of the organisation's management information system
- Preparation of regular reports for the Grants Manager and also the Chief Executive

Our chosen candidate will be a well organised administrator, who works with excellent attention to detail and who possesses fantastic communication skills. They will be able to communicate effectively with people from a wide range of backgrounds, from small community groups to commissioners.

Are you the person we are looking for? If you would like further information about the post, please call Simon Robinson, Grants Manager, on 0161 787 7795.

If you would like to apply for the position of **Administrator (Grants and Investments)** please submit your application to [recruitment@salfordcvs.co.uk](mailto:recruitment@salfordcvs.co.uk) by **Friday 16<sup>th</sup> August at 12pm.**

# **Salford Community & Voluntary Services**

## **Job Description**

<u>Job title:</u>	<b>Administrator (Grants and Investments)</b>
<u>Grade:</u>	NJC Point 11; £ 21,166
<u>Hours:</u>	37.5 hours per week
<u>Responsible to:</u>	Office Manager

### **Main purpose of post:**

1. The post holder will provide comprehensive administrative support to the Salford CVS grants and investments function. This will include using the CVS database and liaison with internal and external stakeholders.
2. Additional administrative support to be provided in support a range of programmes being delivered and developed by Salford CVS.

### **Core tasks**

- Working closely with colleagues to maintain and enhance relevant grants administrative procedures in accordance with CVS practices.
- Supporting the promotion of Salford CVS's Grants and Investments Programme to voluntary, community and social enterprise sector organisations in Salford
- Supporting the administration of grants and investments programmes further afield, as required
- Supporting the promotion of relevant opportunities to Salford primary schools
- Supporting a range of investment programmes
- Frequent creation of and updating of paper-based and online grant application forms
- Producing and distributing grant application forms and grant monitoring packs to organisations within tight timeframes
- Timely and efficient handling of grant enquiries received in person, by phone and by email
- Collating and checking grant application forms for eligibility and completeness
- Maintaining a schedule and database of grant applications including details of day to day communications, funding decisions, variations to agreements and monitoring information
- Supporting the grants panel by arranging and attending meetings, recording detailed panel decisions and taking accurate minutes
- Communicating grant decisions and panel feedback to applicants
- Visiting funded organisations to obtain and record monitoring data, this will include recording oral information, collating written information and taking photographs of organisational activity
- Sense checking of interim and end of project reports
- Be responsible for the regular updating of the grants section of the Salford CVS website
- Manipulate CRM database, merging with Microsoft Word / Excel as required to produce accurate and efficient communications
- Develop and maintain effective filing and record-keeping systems



## General tasks

- Contribute to the reception of visitors and incoming communications through the front office - by post, phone and email
- To contribute to the general administration of Salford CVS and Volunteer Centre Salford under the direction of the Office Manager, including:
  - Preparing documents and mailings
  - Accessing data from CVS database(s)
  - Attending meetings to take and complete minutes, as required
  - Developing and maintaining effective filing and record keeping systems
  - Making room bookings and other arrangements for relevant meetings and events
  - Contributing to planning the weekly priorities of the Administration Team
  - To provide support for Salford CVS training and events, including recording bookings, preparing any paperwork, setting up training rooms with equipment and refreshments
  - To support the Office Manager with the processing of DBS checks
  - Helping with the weekly shop and ordering of other resources



## Generic Responsibilities (all CVS staff)

- To attend and actively participate in monthly staff team meetings
- To attend and contribute to regular line management sessions with your designated line manager
- To be responsible for the completion of work as set out in an agreed action plan, ensuring targets are met and delivered to timescale
- To write a detailed monthly report – as required by the Chief Executive
- To manage own time and workload effectively, whilst also working as part of a team
- To promote the mission, vision, values and strategic priorities of Salford CVS
- To fulfil all responsibilities in accordance with Salford CVS' policies and procedures, as set out in the *Terms and Conditions of Employment* and in related policy documents; and actively implement and promote Salford CVS' Equal Opportunities Policy

- To undertake any other duties as appropriate to the nature and grading of the post – as required by the Chief Executive

## Person Specification

	Skills/Abilities	Essential (E) Desirable (D)	Indicator
1.	Ability to work effectively in a busy team environment, managing competing priorities	E	Application; Interview
2.	Effective oral and written communication skills, including excellent telephone manner	E	Application; Interview
3.	Ability to create and proof documents with excellent attention to detail	E	Application; Interview; Test
4.	Ability to analyse and condense information from a variety of print and electronic records	E	Application
5.	Ability to provide accessible written information to internal and external contacts	E	Application; Interview
6.	Ability to develop maintain effective filing systems	E	Application; Interview
7.	Ability to prepare electronic documents using a variety of web-based sources and MS Office	E	Application; Interview
8.	Ability to plan and organise your work, to manage your own time with agreed plans, e.g. setting and keeping to a timetable with the minimum of supervision.	E	Application; Interview
<b>Experience</b>			
9.	Proven relevant administration experience	E	Application; Interview
10.	Experience of working within a grants administration function	D	Application; Interview
11.	Experience of working face to face with a range of people	E	Application Interview
12.	Experience of organising meetings and taking accurate minutes	E	Application; Interview
13.	Significant experience of using MS Office programmes such as Word (including mail merge), Access, Outlook, PowerPoint and particularly Excel, to create documents	E	Application; Test

14.	Experience of developing and managing electronic records and of using a database to implement systems	E	Application
15.	Experience of using a range of web based applications to capture user information	E	Application; Interview
<b>Knowledge</b>			
16.	Understanding of the importance of equal opportunities issues in an organisation working with a wide range of people and diverse communities	E	Application; Interview
17.	Understanding of the voluntary, community and social enterprise sector	D	Application; Interview
<b>Work related circumstances</b>			
18.	Able and willing to travel regularly to city-wide work-related meetings and events	E	Application; Interview
19.	Willingness to work evenings and weekends with reasonable notice	E	Application
20.	The ability to be flexible in the sharing and prioritising of day to day tasks within the team	E	Interview
21.	A friendly and approachable manner with a good sense of humour	E	Interview
22.	To complete DBS applications to guidelines when required	E	Interview

## How to apply and selection process

Salford CVS wishes to ensure that comparison between applicants for posts is thorough, fair and in line with our equal opportunities policy. It is therefore essential that you submit your application by 12pm on Friday 16<sup>th</sup> August 2019 as it will be used to assess whether or not you are shortlisted for interview.

All applicants are advised to read fully the job description and person specification for the post before completing your application.

Salford CVS champions technical, practical and vocational education, which we believe should be valued equally with academic forms of learning. People learn in different ways at different times of their lives and careers. Learning by doing has a huge part to play in people's lives. We also value volunteering, so please ensure you let us know about your volunteering if it is relevant to the post.



## **Eligibility to Work in the UK**

Salford CVS complies fully with the guidance issued by UK and Visa Immigration to ensure the prevention of illegal working in the UK.

All job applicants are required to demonstrate their entitlement to work in the UK by providing one or more of the documents specified by UKVI before taking up post.

The organisation does not sponsor job applicants from outside the European Economic Area. However, it may offer employment for those who hold either a Tier 4 or Tier 5 visa subject to any applicable restrictions. Those whom we employ who have been granted visas are kept under review to ensure they remain entitled to hold employment in the UK.

## **Deadline for receipt of applications**

This vacancy closes on **Friday 16<sup>th</sup> August at 12pm**. Please note late applications will not be accepted.

Email: Please email [recruitment@salfordcvs.co.uk](mailto:recruitment@salfordcvs.co.uk)

Post: Recruitment, Salford CVS, The Old Town Hall, 5 Irwell Place, Eccles, M30 0FN.

**Interviews will be held on Friday 23<sup>rd</sup> August 2019; shortlisted candidates will be contacted by Monday 19<sup>th</sup> August 2019.**