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**STRATFORD TOWN TRUST**  
**Grants Administrator**

**Fixed Term Contract for 12 months**

### **Job Purpose:**

Reporting to the Grants Manager to support them in the efficient administration of Stratford Town Trust’s grantmaking, ensuring an inclusive and impactful programme aligned with the Trust’s Strategic Plan and Charitable Objects. Manage effective and accurate systems and processes to encourage a diverse range of applications to maximise community benefit.

### **Key Responsibilities**

#### **Grantmaking**

* **Small Grants:** Manage the Small Grants process—support applicants, review applications, make recommendations, process decisions, issue correspondence, and support grantholders in delivery.
* **Main Grants:** Assist the Grants Manager (GM) in assessing and reviewing applications.
* **Payments:** Maintain and monitor the grant payment schedule, liaise with Finance, process invoices, track changes, and ensure good governance. Manage cancelled or repaid grants and update relevant records.
* **Hardship Awards:** Work with Citizens Advice South Warwickshire (CASW) to oversee the Hardship Awards programme. Conduct quarterly reviews, annual audits, and produce reports.
* **Budget & Finance:** Maintain the Grants Budget Forecast, prepare decision reports, and reconcile grant data with financial records.
* **Grant Administration:** Issue correspondence, track compliance, maintain process documentation, and support audit reporting.
* **Grants Database:** Maintain and update the database, process applications, record decisions, and manage online forms.

#### **Insight & Evidence**

* **Impact & Monitoring:** Log beneficiary visits and feedback to support ongoing monitoring.
* **Beneficiary Support:** Provide guidance to applicants and grantholders, manage enquiries, and organise stakeholder meetings.

#### **Grantmaking Development**

* **Continuous Improvement:** Contribute to ongoing improvements in grant processes, policies, and programme development.
* **Partnerships & Participation:** Collaborate with partners to enhance community engagement and participatory grantmaking.
* **STT Events:** Support planning and delivery of Trust events, including budget planning, risk management, and success evaluation.
* **Additional Duties:** Undertake other reasonable tasks as required by the GM, including general office support.

**Person Specification**

* **Organisational Skills:** Ability to prioritise tasks, manage multiple projects simultaneously, and meet deadlines efficiently.
* **Administrative Skills:** Proven experience in managing calendars, scheduling meetings, handling emails and filing documents
* **Computer Proficiency:** Excellent knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Teams), email systems, and basic database management.
* **Attention to Detail:** Meticulous focus on accuracy and detail when handling data and documents combined with the capacity to handle confidential information with discretion
* **Communication Skills:** Strong written and verbal communication skills to effectively interact with colleagues, applicants, beneficiaries, and stakeholders.
* **Sector Experience** within the not for profit or charitable sector together with a knowledge of Grant Making software would be desirable but is not essential.