

Fight for Sight

JOB DESCRIPTION

Job Title:	Grants Assistant
Reporting to:	Director of Research
Location:	London EC3
Hours:	25 hours (part-time)
Salary:	£23,000 p.a. pro rata (£16,429 actual) plus 10% non-contributory pension

Purpose of the job:

To provide assistance to the Director of Research in managing Fight for Sight's expanding research programme.

Role and Responsibilities:

Fight for Sight's research programme is expanding with annual grant commitments now over £3 million. The role of the grants assistant is to provide administrative support to the Director of Research in managing the charity's research programme.

Annual Grants Round:

- i) Manage routine correspondence in connection with grant applications and grant awards
- ii) Maintain accurate records of grant submissions and liaise with applicants
- iii) Administer the charity's peer review process and ensure report deadlines are met
- iv) Organise meetings and provide administrative support for Fight for Sight's Research Strategy Advisory Group and the Grants Allocation Panel
- v) Administer the appropriate support process for new awards

Grant Monitoring:

- i) Ensure that grant holders are notified of reporting dates and that reports are received on time
- ii) Responsible, with the Director of Research, for ongoing retrospective monitoring of funded research

Other:

- i) Ensure website is updated to reflect status of the grant awards
- ii) Other duties as agreed with the Director of Research

This job description is indicative only and does not form part of the contract of employment with the postholder. As with all other posts in the charity, the postholder will be expected to be largely administratively self-servicing.

Person Specification:

This position will be suitable for an extremely diligent individual with strong written and verbal skills.

Essential experience and skills:

- i) A minimum of one year's administrative experience
- ii) Excellent organisational skills
- iii) Excellent attention to detail
- iv) Ability to prioritize and work independently to strict deadlines
- v) Good working knowledge of Microsoft Word, Excel, PowerPoint, email and the internet

Desirable:

- i) Experience of grants administration in a medical research charity
- ii) Knowledge of Access and grant management databases