

Training and Grants Administrator – Job Description

- Hertfordshire Community Foundation
- Based in Hatfield, Hertfordshire
- Salary up to £23,500 pa (FTE) based on experience + benefits
- 14-21 hours per week, one-year contract (with potential to be extended by a further year)

Hertfordshire Community Foundation is the natural port of call for grant making and philanthropy in Hertfordshire and supports voluntary and community organisations across the county. HCF provides a professional service to support donors, whether individuals, businesses or other organisations to achieve their local charitable giving objectives. Since 1988 HCF has distributed in excess of £15m in grant aid and has supported over 1,500 charitable groups. Additionally, HCF provides training and development support to the voluntary sector through HCF Training & Development.

The opportunity

Hertfordshire Community Foundation has been commissioned by Hertfordshire County Council to oversee and manage the distribution of grants and the delivery of training in support of the Government funded, Holiday Activities Programme. This is part of a national programme, announced in November 2020, to support disadvantaged children during the Easter, Summer and Winter holidays through the provision of health food and enriching activities.

To support the training and grant making associated with the Holiday Activities Programme, we are seeking a Training & Grants Administrator.

This role will focus on scheduling online training opportunities for groups and organisations delivering holiday activities. The smooth delivery of this training programme will ensure participating children get the best possible experience by attending sessions that are well run and managed.

Reporting to the Holiday Activities Grants Manager, you will play an important role in supporting the delivery of this programme by supporting the grants process and coordinating the delivery of online training.

Key responsibilities

- Arrange all training (online and in-person) including liaising with trainers, adding course details to our online training platform, promoting the programme, monitoring bookings and seeking feedback from attendees.
- Support the grant programme by providing administrative support to the Holiday Activities Programme Grants Manager.
- Support the wider grants team as and when required
- Respond to email and telephone enquiries
- Update Salesforce (HCF's database) to ensure all records are up to date

The ideal candidate

With an attention to detail, strong interpersonal skills and a 'can do' approach you will be highly organised. Previous administrative experience and a demonstrable understanding of the voluntary sector is desirable. You will be able to prioritise tasks and meet deadlines. You will be IT literate, flexible in your approach to work and a strong team player.

HCF is keen that its team reflects the community in which it operates and serves. Applications from a diverse range of backgrounds will be very welcome.

For further information

For an informal discussion and to find out more please contact Foundation Director, Helen Gray on 01707 280339 (Monday-Thursday).

To apply

Please send a copy of your CV and a covering letter outlining why you think you are suited to this position and why you would like to work for HCF to:

Simone Deans
Office Manager
E: simone.deans@hertscf.org.uk

Deadline: Rolling