

# Westminster Foundation

## Grants Administrator, Chester

### Main purpose of role

Support the delivery of the Westminster Foundation and Anne Duchess of Westminster's grant-making strategy in Chester & Cheshire West, Lancashire and Sutherland, Scotland.

### Reporting to

Cheshire Grant Managers and Anne Duchess Westminster Fund Manager

### Department

Westminster Foundation

### Primary location

Eaton Estate Office, Eccleston, Chester CH4 9ET

### Working hours

Full time

### Main purpose of role

Working closely with the Westminster Foundation team, to provide a full, confidential and effective support co-ordinating the activities of the Westminster Foundation team in Chester.

### Key responsibilities

- Manage diaries on a day-to-day basis: arranging meetings, co-ordinating diaries, sending meeting invites, booking rooms and refreshments for WF Team.
- Travel and accommodation bookings for the Grant Managers for Chester, Rural and ADWF and other members of the WF Team, as appropriate.
- Grant reporting – monitor deadlines, request outstanding reports and uploading reports on Salesforce when received.
- Basic due diligence on grants – reviewing Charity Commission website data, social media and websites section of due diligence templates.
- Assist with production and management of quarterly trustee and small grants papers.
- Management of ADWF inbox – dealing with general enquiries from ADWF website.
- Dealing with general queries from Chester/Rural/ADWF based charities re eligibility/ invitations to AGMs etc.
- Providing support to potential applicants with the online application process.
- Generating correspondence to prospective and successful grantees including grant offer letters and liaising with accounts team on arrangement of payments
- Reviewing and updating contacts for Chester/Rural/ADWF grants on Salesforce (overhaul required on out of date contacts).
- Maintaining contacts on Salesforce.
- Assisting with desktop research about charities in Chester/Rural/ADWF
- Supporting the Grant Managers in the arranging/facilitating of Chester based events such as networking, roundtable discussions, training sessions for grantees including admin function of invitations, name badges, guest lists etc.

- Taking minutes at Small Grants Panels, Team meetings, GM meetings and ADWF Grant Committee and any relevant Chester based meetings.
- Holiday/sickness cover for Chester/Rural/ADWF Grant Managers
- Representing WF at charity functions where required
- Booking training/places at third sector events
- Assisting with Youth Voice Communities of Practice work in Chester
- Researching organisations for Christmas grants programme
- Contributing to the design and implementation of new admin processes
- Supporting the Engagement Manager and Communications Assistant to organise charity visit dates, organise logistics, bookings and transport for charity visits for the Duke and senior WF team.

### General Responsibilities:

- To comply with company policy and best practise in security, legal and regulatory compliance
- To ensure H&S responsibilities are fulfilled, including:
  - To have responsibility for personal safety and the safety of others
  - To ensure that all H&S responsibilities are fulfilled and that safety and welfare is maintained
  - Plan enough time for work to be done in a healthy and safe way
  - To assume delegated authority to take aversive/proactive action where appropriate to prevent a potential situation escalating to an accident or health and safety failure
- To complete any other duties as required

### Skills and attributes:

- Interest in working in / knowledge of the charity sector within which we work, and ideally a passion for improving life outcomes for children and young people. Previous experience working/volunteering for a charity/funder.
- Familiarity with Salesforce would be advantageous, as well as MS Office programmes, internet and website content management
- Excellent administrative skills, written and verbal
- Motivated, reliable and able to work independently
- Attention to detail and dedication to providing quality, error free work within prescribed deadlines.
- Works well with others
- Ability to prioritise their own activities and time
- Enthusiasm to learn and develop in the role

All employees must uphold the shared values of the Grosvenor Estate:

- Integrity, be honest, fair and open
- Trust, be loyal, reliable and deliver on commitments
- Respect, be inclusive, straightforward, collaborative, caring and thoughtful

### Additional information

Travel to other Grosvenor Estate locations will be required