

JOB DESCRIPTION

Job Title: Funding Support Assistant

Salary: £20,997 - £24,498 per annum

Hours: 35 hours/week

Notice Period: Three months

Based: Glasgow (City Centre) with occasional travel in Scotland

Reports to: Funding Manager

Direct Reports: None

Please note that the Life Changes Trust is a time-limited organisation that will close in March 2023.

Job Purpose

To support Trust funding management processes and arrangements across both Programmes – Young People with Care Experience and Dementia.

Key Responsibilities and Accountabilities

- Work with Funding colleagues to manage and respond to funding enquiries
- Assist Funding colleagues with management of funding calls, funding applications and due diligence checks.
- Assist with the organisation of external funding events, such as funding workshops around Scotland.
- Assist with the updating and maintenance of funding information on the Trust's SharePoint database.
- Provide administrative support to Funding colleagues as required including:
 - Typing correspondence, reports and other documents.
 - Document filing, photocopying and scanning.
- Support data entry to the Trust's Financial Control Sheet
- Undertake any other duties as required by line manager

PERSON SPECIFICATION

Education and Experience: Essential

- Minimum of three Scottish Highers, including English
- Experience of customer service and/or administrative support as part of an office-based team.

Education and Experience: Desirable

- Experience of funding management
- Experience of working in the voluntary sector

Key Skills and Competencies: Essential

- Proficient computer literacy, including the ability to use MS office and willingness to learn how to use other software.
- Strong organisational, planning and time management skills, including ability to prioritise and manage workload to meet deadlines.
- Systematic attention to detail and accuracy.
- Ability to work well independently and as part of a team.
- Good oral and written communication skills.