



Recruitment Information Pack Grant Administrator post – August 2025

BACKGROUND

Belfast Charitable Society is the oldest charity in Belfast and has been in operation since 1752. The organisation was established to address poverty and disadvantage in its many guises, and continues to do so today. To this end it delivers a series of services and projects across Northern Ireland with its two subsidiaries Clifton House Centre Limited and Mary Ann McCracken Foundation.

One of the Society's key functions is to address disadvantage and enhance the philanthropic giving through direct intervention and collaborative working for the benefit of those suffering from poverty. It does this through the provision of grants, sourced from its own funds and other managed funds. Currently these are targeted in a following areas;

1. Education
2. Homelessness
3. Early Intervention
4. North Belfast development
5. Innovation and Enterprise

In terms of managed funds, the Society benefits from several income sources to enable this work – some dating back to the early 1830s! A few examples include: the Thomas Howard fund which supports activity with older people and the Hunter Smyth fund which will operate for the next 15 years and has supported a dementia and carers project and bursaries to enable employment and education opportunities.

The Society is also responsible for the delivery of The James Kane Foundation, established in the last few years to advance education and employment.

This role is a new and exciting opportunity to work with the Society's Senior Management Team and staff to support projects and programmes that can influence and shape philanthropy and actively contribute to our wider organisational needs.



GRANT ADMINISTRATOR – JOB DESCRIPTION – NEW POST

Job title: Grants Administrator
Duration: Permanent part-time position
Hours: 24 hours per week
Salary: £25,000 pro rata
Based: Clifton House
Reporting to: Head of Programmes

Overall Purpose of Job

Provide administrative support for grants covering the whole cycle of grant making - from application to archiving of files once grant term is completed, ensuring the efficient and effective running of all of BCS (and donor/partner) grants and to support the CEO and Head of Programmes in informing decisions

Key Responsibilities

Administrative Support and Data Input

- To receive and log all Expressions of interest and applications on the grant management system and complete relevant correspondence on receipt of same
- To respond appropriately to telephone & email enquiries
- To review and develop systems to improve efficiency
- To be responsible for filing of all grant information, finance documentation and correspondence.

Support Decision Making Processes

- To undertake the initial assessment of eligibility of applications for grants and to record on grant management systems
- Compile reports, from grant management systems, and assist in assessment by decision makers eg the Senior Management Team or Board
- Complete searches on basic due diligence such as sourcing of documents at CCNI and Companies House
- To undertake further investigation into applications as directed including the drafting of general correspondence.
- To process all grant decisions and related requirements including communicating decisions to grantees
- To take minutes at Grant Committee meetings if required.

Support Financial Processes and Payments

- To be responsible for ensuring payment dates and monitoring schedules are met as per letters of offer, in conjunction with the Head of Corporate Services

Monitoring and Record Keeping

- To record decisions as appropriate on grant management systems
- To verify all grant conditions met and the necessary documentation received



- To notify grantees of monitoring dates and requirements and track these to ensure all documentation received in a timely manner for consideration by Head of Programmes
- To undertake duties required to secure reports from grantees.

Other Responsibilities

- To attend internal meetings and carry out duties as requested.
- To support marketing work of the Marketing Manager eg ensure relevant communications are up to date on a regular basis
- To identify and ensure best practice, value and procedures are adhered to
- To carry out any emerging task as deemed appropriate by the Head of Programmes
- To work as part of a team ensuring that all team functions are covered in times of staff absence
- To attend appropriate conferences and training as required
- To undertake any other reasonable duties as required.

This is not an exhaustive list of duties and requirements. The post holder will be expected to carry out all other duties as required.

The nature of the organisation and project is such that the person must respond to the dynamic environment in which they operate, and the nature of duties, tasks, knowledge and skills required for this post will evolve and change in time. The post holder is expected to adapt to these changes and develop the role as a result.



PERSONNEL SPECIFICATION

Essential Criteria

1. Qualifications

- Min 5 GCSE's (A-C) or equivalent with English and Maths included

2. Experience

- Minimum 2 years' experience in an administrative role
- Minimum 2 years' experience in working within systems and processes to collate relevant information eg. data input from completed forms
- Experience of handling sensitive and confidential information and reporting with accuracy and attention to detail

3. Skills

- High level of literacy and numeracy skills
- IT literacy with demonstrable experience of Microsoft Office to include word processing and excel spreadsheets, with the ability and desire to learn new systems
- Excellent oral and written communication skills
- Excellent customer service skills
- Demonstration of strong planning & organisational skills
- A proactive and professional attitude to work
- Ability to work independently, and in conjunction with other colleagues, within a small but effective team without constant supervision, managing own time and workflow effectively
- Ability to develop and maintain excellent working relationships with a variety of stakeholders
- Motivated to learn and develop personally.

Desirable Experience, Skills & Abilities

- Experience of working in a grant making or other organisation in support of the community & voluntary sector

HOW TO APPLY

Please complete the application form and return via email by 12 noon on 10th

September 2025 to: lucy@cliftonbelfast.org.uk.

Interviews for this position will be held on 26th and / or 29th September 2025. If you are shortlisted for interview, please advise if you would require any access assistance or any adjustments required at Clifton House.

Thank you for your interest in this post.