

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience, we're looking for then we would like to hear from you.

Background

The **Church of England** has recently agreed a significant increase in funding to support God's mission and ministry across the country, supporting dioceses and local parishes, growing new worshipping communities, and delivering grant-making programmes against several thematic areas.

The Racial Justice Unit was established in 2023 to support the whole church in its embrace of and engagement with the principles in the report **From Lament to Action (FLTA)**, which sets out the Church of England's mandate for cultural and structural change on issues of racial justice within the Church.

The Racial Justice Unit is responsible for implementing the FLTA mandate and manages the distribution of a £20 million budget to support this work which includes a significant and growing portfolio of grants to dioceses, churches, and faith-based networks.

This role will support the grant-giving work of the **Racial Justice Unit (RJU)**.

Job Summary

The Grant Administrator will play a vital role in providing administrative support to the Racial Justice Unit's grant operations in the delivery of a growing, varied portfolio of grants to dioceses, parishes, and grassroots organisations and networks.

The postholder will hold key relationships with the RJU Director, and the RJU Grants Manager. They will report directly to the RJU Grant Manager. They will provide excellent communication and organisational skills across the Racial Justice Unit as well as across our wider network of internal and external stakeholders.

MAIN DUTIES AND RESPONSIBILITIES

Administrative Support to Programme/Project Teams

- Respond to general enquiries about the **Racial Justice Unit** grants programme.
- Encourage timely submission of grant documentation, reports, payment claims, and any additional paperwork requested by project teams, following up with the grantee / applicant in the event of any late or incomplete documents.
- Maintain timely and efficient processing of grant acceptance paperwork, so that all documentation is submitted on time, is complete, and is filed correctly.
- On request by the Grant Manager, liaise with finance and accounting teams in order to provide the necessary documentation for processing grant payments.
- Verify funding requests, on first submission, to ensure all relevant fields are complete, following up with the applicant where there is missing or incorrect information.
- Support the Grant Manager in running integrity checks across grants records, gathering and collating information, checking for accuracy and clarity of documentation, and taking forward any recommendations for improvements to administrative processes to support clear tracking and capture of grant documentation.
- Manage and maintain the **Racial Justice Unit** grant filing directories.
- Support the Grant Manager in collating and compiling any grant documentation required for programme evaluations carried out by the **Racial Justice** team or by our external evaluation partners.
- Prepare approval panel materials and draft minutes, ensuring accurate and clear records are kept of decision outcomes.
- Support the Grant Manager in circulating grant agreements for signature and ensuring timely return by signatories to enable prompt grant set-up.

Grants Tracking

- Create, maintain, and update pipeline trackers for **RJU** funding stream to include accurate detail on caseload, application status, spend against budget, organisations funded, size of award, payment and monitoring due or overdue, grant start and end dates, and any other detail as requested by the **RJU Grant Manager** or **Director**
- Liaise with project leads and team managers, as requested, in order to understand needs and requirements for funding streams and provide administrative support and recommendations for a co-ordinated approach to maintaining and updating pipeline records.
- Pull monitoring reports from grants spreadsheets and trackers, as advised by the RJU Senior team in order to support forecasting and programme progress measurements. Ensure consistency across reporting in both format and approach.
- Ensure trackers and spreadsheets are accessible, clear, user-friendly and that any permissions for access are kept up-to-date.
- Support in the creation and categorization of GDPR compliant contact lists to reduce time spent on bulk or automated emails / correspondence.

Data and Record Keeping

- Support with any administrative processes required to prepare grant records for migration to a new Grants database. Records are currently organised using Microsoft applications and there are plans to migrate records onto a dedicated grants platform in the future. The Grants Administrator will play a key role in helping with smooth transition of grant records onto the new grant platform at the appropriate time.
- Review grants filing systems, where appropriate making recommendations for improvements to how records are organised.
- Maintain accurate records on grant making decisions and governance.
- Assist the **RJU Grant Manager** and **RJU Director** in responding to requests from across the wider organisation for grant / funding stream details (for example, Internal audit, Finance, or Comms) by retrieving the necessary detail from filing systems and records, and where appropriate formatting this into reader friendly infographics, dashboards, or PowerPoint decks.

Correspondence and Communications

- Act as the first point of contact for enquiries relating to **Racial Justice Unit** grant administration, dealing directly with them where appropriate or directing them to appropriate member of staff.
- As required or requested by the Grants Manager, draft and/or proofread correspondence materials prior to sending.
- Assist with updates to customer facing written materials such as guidance notes and toolkits.
- Engage with the **Racial Justice Unit's** network of internal stakeholders informing them about the programme and/or work of the teams where helpful, appropriate, and of value.

Additional duties

Your job description is intended to reflect your main tasks and areas of work but is not exhaustive. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

Person Specification

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential

Knowledge/Experience:

- Substantial hands-on administrative experience, ideally in a grant-making environment, or on a high-profile programme involving multiple stakeholders.
- Experience in developing, implementing and maintaining effective administrative systems and processes.
- Experience of building excellent relationships and communicating effectively with staff and external stakeholders at all levels (including those at a senior level)
- Experience of administrative support within a governance process to trustees and senior stakeholders.
- Highly IT literate with substantial hands-on experience of Microsoft applications, in particular.
- Strong Microsoft Excel skills and ability to use a range of tools for sharing key findings from data.
- Experience working with a database and handling large data sets.

Skills & Abilities:

- Good written skills and spoken communication.
- Strong numeracy skills.
- Strong interpersonal skills and the ability to communicate effectively with staff and external stakeholders.
- Good numeracy skills, with accuracy and strong attention to detail.
- Professional, co-operative and diplomatic manner, with the ability to work well both on own initiative and as part of a team.
- Extremely well organised with the ability to prioritise varied workload, remain calm under pressure, and meet tight deadlines.
- Ability to develop good working relationships with staff at all levels and with diocesan officers.

Desirable

- An understanding of the Christian faith and the structures and workings of the Church of England.

Vacancy Summary

JOB TITLE:	Grant Administrator
NCI ENTITY:	Church of England Central Services
DEPARTMENT:	Racial Justice Unit
GRADE:	Band 6 Standard Point
SALARY:	£16,691 (FTE £33,382) per annum
WORKING HOURS:	17.5
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	One day a week in Church House
SUITABLE FOR FULL HOMEWORKING:	<input type="checkbox"/>
HOMEWORKING REQUIRED:	<input checked="" type="checkbox"/>
CONTRACT TYPE:	Fixed-Term (2 years)
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input type="checkbox"/> Select level of DBS Check required
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	TBC
COST CODE:	22520
PARENT POSITION:	Racial Justice Grant Manager