



## Addenbrooke's Charitable Trust (ACT)

### JOB DESCRIPTION

<b>Job Title:</b>	Funds & Grants Officer
<b>Department:</b>	The Charitable Expenditure Team
<b>Hours:</b>	37.5 hours per week
<b>Term:</b>	Fixed Term of 18 months
<b>Reports to:</b>	Senior Funds & Grants Manager
<b>Salary:</b>	£25,000 - £30,000 per annum (depending on Skills and experience)
<b>Location:</b>	Cambridge Biomedical Campus/Hybrid Minimum of 2 days in the office

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### The role and your team

You will be joining a fast-paced team with a varied workload. The Charitable Expenditure Team is responsible for expenditure requests from receipt through to decision making, committing funding and impact evaluation. This can range from requests of less than a hundred pounds to seven-figure projects.

This role provides a vital function, ensuring that new expenditure requests are logged and appropriately routed for decision making. The role is responsible for projects up to £10,000 and providing excellent customer service to applicants and other stakeholders. Our expenditure makes a real difference to patients and staff and can sometimes even help to save lives. The role plays an important part of making this possible.

### Job Purpose

The role provides administrative support to the Charitable Expenditure Team, allowing us to respond to expenditure requests promptly and to deliver excellent customer service to the hospital. You will also be responsible for processing projects up to the value of £10,000. This includes communicating with applicants, producing approval documentation, placing orders and processing payments.

## Duties

Area	Responsibilities
Funding requests & inbox management	<ul style="list-style-type: none"> <li>✓ Managing the Funds and Grants inbox (typically funding queries and requests)</li> <li>✓ Logging new expenditure requests</li> <li>✓ Liaising with applicants where further information is required</li> <li>✓ Ensure all requests follow the correct decision-making process</li> <li>✓ Placing orders and liaising with suppliers</li> </ul>
Project management	<ul style="list-style-type: none"> <li>✓ Management of grants/projects up to the value of £10,000</li> <li>✓ Leading on obtaining relevant approval from CUH &amp; ACT management teams</li> <li>✓ Drafting grant/project approval or decline letters and agreements</li> <li>✓ Setting up grants/projects on finance/grants management systems</li> <li>✓ Processing orders and payments</li> <li>✓ Request and receive project impact reports.</li> </ul>
General fund management	<ul style="list-style-type: none"> <li>✓ Work closely with the Head of CHEX and Senior Funds &amp; Grants Manager on ACT's fund consolidation project</li> <li>✓ To ensure that records of funds, including purposes and fund advisors, are kept up to date and maintained on the finance and grants management systems.</li> <li>✓ To keep all funds under continuous review, seeking opportunities to combine funds and to close dormant funds.</li> <li>✓ To ensure that funds are spent once allocated to projects, including liaison between CUH departments and the fund advisors, ensuring co-ordination and identifying and removing blockages.</li> <li>✓ Responsible for sending out monthly fund statements to fund advisors via the finance</li> </ul>

	<p>system and responding to any queries arising this.</p> <ul style="list-style-type: none"> <li>✓ To provide project spending information and any relevant impact data gathered to the communications team.</li> <li>✓ To provide regular and adhoc reports on funds movements by fund, division or type.</li> </ul>
<p>General requirements</p>	<ul style="list-style-type: none"> <li>✓ To ensure that all activities and performance contribute towards maintaining ACT's excellent reputation and brand values</li> <li>✓ To adhere at all times to ACT's policies and procedures as varied from time to time</li> <li>✓ Undertake not to reveal to any person or entity any confidential information relating to donors, patients and employees, policies, processes and dealings and not to make public statements relating to the affairs of ACT without prior authority of the CEO or Director of Fundraising.</li> <li>✓ To ensure the effective and efficient use of ACT's resources</li> <li>✓ To ensure that all duties are carried out to the highest possible standard.</li> <li>✓ To be aware of individual responsibilities under the Health and Safety at Work Act (1974).</li> <li>✓ To respect the confidentiality of all matters learned in the course of employment and respect the requirements of current data protection legislation (including GDPR and PECR).</li> <li>✓ To work in line with the Institute of Fundraising Code of Practice and other relevant legislation and guidance</li> <li>✓ To ensure due regard is given to customs, values and spiritual beliefs of supporters, patients, carers and their relatives.</li> <li>✓ To perform any other duties that may be required from time to time.</li> <li>✓ To participate in team meetings, planning and any corporate development activities and initiatives as may be identified from time to time.</li> <li>✓ To undertake any other reasonable task as may be identified as necessary by the senior management team from time to time.</li> </ul>

### **c. Corporate Responsibilities**

- Adhere to the Fundraising Regulator's Code of Practice, as well as adhering to ACT's own policies, complying with data protection regulations, and maintaining confidentiality.
- Record accurate data in our Donorfy CRM regarding all relationships (whether internal and external to the hospital).
- To produce and maintain project plans as required and to ensure regular and timely communication of progress to key stakeholders.
- Using data, produce regular reports, KPI measurements, and analysis to demonstrate performance and identify opportunities.
- To always comply with ACT's policies and procedures as set out in the ACT Staff Handbook and Standing Financial Instructions.
- To participate in team meetings, fundraising team meetings, all staff team meetings, Trustee meetings, and committee meetings as required, and the corporate planning cycle and any corporate development activities and initiatives as may be identified from time to time.
- Any other reasonable task as may be identified as necessary

*The job description outlines the duties required of this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility outlined*

### **APPLICATION PROCESS**

Please send your CV and a covering letter explaining why you are a good fit for the role to [hr@act4addenbrookes.org.uk](mailto:hr@act4addenbrookes.org.uk)

**The closing date for applications is Sunday, 22<sup>nd</sup> October 2023, however we reserve the right to close this vacancy once a sufficient number of applications have been received or a successful candidate is found.**

**Addenbrooke's Charitable Trust is an equal opportunities employer actively working towards a diverse workforce. We therefore positively encourage applications, regardless of age, race, religion & belief, gender, gender reassignment, sexual orientation, marriage & civil partnership, pregnancy & maternity, or disability.**

**PERSON SPECIFICATION**

<b>Essential</b>	<ul style="list-style-type: none"><li>• English and Mathematics GCSE A-C grade or equivalent.</li><li>• Experience of working in an administrative role.</li><li>• Excellent attention to detail.</li><li>• Excellent written and verbal communication skills.</li><li>• Excellent level of competency in Microsoft Word, Excel and Outlook.</li><li>• Confident and competent communicator; verbally, email communication and formal communications (letters).</li><li>• Ability to work independently and manage multiple priorities, escalating issues and seeking help where appropriate.</li><li>• Ability to input data accurately and to maintain accurate records.</li><li>• Ability to manage workload and prioritise work.</li></ul>
<b>Desirable – not essential</b>	<ul style="list-style-type: none"><li>• Experience of using financial, grants or customer relationships management systems (or similar).</li><li>• Experience of working in a grant-making environment.</li></ul>

## ADDENBROOKE'S CHARITABLE TRUST CURRENT EMPLOYEE BENEFITS



- Pension Scheme
- Group Life Assurance @ 4 x Salary
- Enhanced Maternity and Paternity Pay
- Annual Eye Tests + £65 (towards Computer Use Glasses)
- Leisure Centre on site
- NHS Discount Schemes
- Health Cash Plan - Medicash
- Employee Assistance Programmes
  - Health Assured
  - WeCare
  - Medicash
- 25 days of Annual Leave + Bank Holidays
  - Annual Leave increases by one day each year after 2 years' service up to 29 days
- Your Birthday off
- Cycle 2 Work Scheme