

**Job profile:** Grants Administrator  
**Location:** Vaughan House, SW1  
**Reporting to:** Director of Caritas

**Job Purpose:**

To administer the St John Southworth Fund grants scheme on behalf of the Trustees of the Diocese of Westminster, to help those in poverty and deprivation, in accordance of the strategic aims of Caritas Westminster and the wishes of the original benefactors.

**Principal duties and responsibilities**

1. To ensure the smooth and efficient operation of the St John Southworth Fund and other grant making funds under Caritas Westminster.
2. To work closely with the Director of Caritas Westminster and other members of the Caritas Westminster team.
3. To support the ethos of a charitable grant-making body, along with the aims of Caritas Westminster as the social action agency of the Roman Catholic Diocese of Westminster.
4. To ensure that all requests and enquiries are dealt with appropriately and speedily and that applications are processed and circulated to panel members in line with procedures.
5. To follow up grant recipients and ensure that they meet their given requirements.
6. To maintain accurate records on Salesforce and work closely with the diocesan Finance Office to disperse grants to recipients.
7. To produce suitable reports for the Caritas Board and publicity materials and develop any aspects of Caritas grant making as required.

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**Person specification:** Grants Administrator  
**Contract type:** Permanent  
**Salary:** £14 per hour  
**Hours of work:** 10.5 hours per week (exact hours to be agreed with line manager)

**Experience and knowledge required:**

1. Practising Roman Catholic (essential)
2. Experience of working in a Roman Catholic ecclesial context (Desirable)
3. Knowledge of diocesan networks and structures (Desirable)
4. Knowledge and experience of Catholic social action and teaching (Desirable)\*
5. Knowledge of Caritas priorities – social exclusion and poverty issues\* (Essential)

**Competences required**

**Essential:**

1. Excellent organisational skills
2. Able to work on own initiative
3. Able to meet deadlines
4. Excellent IT and database skills.
5. Good accounting/book keeping skills and ability to work with Finance Office staff
6. Calm, patient and methodical
7. Good writing skills, telephone manner and ability to deal with a wide range of people
8. Good interpersonal skills
9. Able to deal with information accurately and with clarity

**Desirable:**

1. Knowledge of grant-making bodies, or a willingness to learn about them
2. Experience of working in a similar organisation and/or a church related body

\*Homelessness, Food Poverty, Debt, Human Trafficking, Digital Inclusion, Youth Inclusion, Social Exclusion, Intellectual Disabilities, Asylum Seekers, Refugees and Migrants, the Deaf and Hard of Hearing Community and other pressing social action issues of the day.