# 

# ****GRANTS & OFFICE ADMINISTRATOR****

**Role Description**

**Grants**  
To assist the office team in the processing of applications and the delivery of grant-making including:   
\*    Filing and scanning of documentation   
\*    Keeping the Grants Database up-to-date   
\*    Preparation of agenda papers   
\*    Following up with references   
\*    Requesting and recording monitoring and evaluation data

**Office**  
1. Provide practical administrative support to RPLC staff and Trustees  
2. Be the primary point of contact for tenants at Vestry House, contractor   
    and service providers to Vestry House and users of Vestry Hall  
3. Be responsible for the administration of Vestry House, and Vestry Hall   
    bookings  
4. Take a lead managing RPLC’s digital media including updating RPLC’s website  
   
**Further details**  
a) Updating the website, and social media, Charity Commission compliance   
 and data protection.  
b) Developing administrative systems, such as file management and archiving,

implementing improvements where appropriate.  
c) Maintaining supplies of office stationery, cleaning supplies and equipment.  
d) Oversight of all aspects of the Vestry House including cleaning, security,   
 access / key-holders. arranging regular testing for electrical equipment, boilers,   
 meter readings, safety devices, alarms, first aid and fire equipment.  
e) Attendance at team meetings, preparation of agendas, meeting papers   
 and the drafting of minutes when required.  
f) Undertaking projects supporting the Director and other staff as and when required.   
    
Further information on RPLC may be obtained from the RPLC’s website:www.rplc.org.uk

**PERSON SPECIFICATION**  
  
**Skills and capabilities**  
1.  Proven ability in computer skills, and use of databases  
2.  Confident user of IT, willing to learn how to use new systems and software.  
3.  Articulate. and experienced in drafting and editing of reports.  
4.  Ability to think ahead, and an ability to adapt to changing requirements.   
5.  Administrative skills including prioritising of tasks, filing, and archiving  
   
**General**  
1.Knowledgeable - an understanding of the charitable/voluntary sector   
2. Proactive - organised and methodical, with an ability to grasp detail.  
3. Good interpersonal skills - build effective working relationships  
4. Organisational skills - experience of setting up and maintaining effective administrative systems  
5. Communication skills - excellent communication and telephone manner

**Terms and conditions**

* Fixed Term (12 months) possibility of renewal or move to permanent contract
* 5 Days a week (35 Hours)
* Salary c. £28,000 p.a.
* 28 days leave per annum, including bank holidays.
* Employer pension contribution (once probation period passed).
* Office hours are normally 9am – 5pm daily.
* Some flexibility is required around evening Trustee and Committee meetings
* Applications should be submitted by noon on **19 August 2020**

**RPLC**

RPLC is a well-established endowed charity supporting people in need in Richmond and the organisations that help them. The Charity aims to maximise opportunities for individuals and communities to realise their potential and enjoy a better quality of life. RPLC supports a wide range of charitable activity by supporting community groups, regular funding of over 35 local charities, project funding, charitable housing, and education support and learning. Over £1.7m was distributed in the last financial year.  Committees of Trustees oversee the work of the grants officers and review applications at meetings held regularly throughout the year. RPLC’s has its own offices on Paradise Road in Richmond upon Thames where there are also spaces for local community group meetings.

RPLC also provides non-financial support.  The office team seek to develop partnerships and close working with the Voluntary Sector, other local funders, the local Council and with individuals who come into contact with the Charity.

For further information about the RPLC’s work please see the website: [www.rplc.org.uk](http://www.rplc.org.uk).