

## PERSON SPECIFICATION

**Job title: Charity Grants Assistant**

We are looking for a friendly and enthusiastic individual who works well in a team, with a keen interest in developing their skills and experience, particularly around all aspects of grant administration.

In order to be successful in this position, we are looking for a candidate who can demonstrate skills, experience and knowledge in the following important areas:

### 1. Working with people

**You will:**

- Have excellent interpersonal skills with the ability to build relationships and work well with people from a variety of backgrounds, experiences and perspectives.

### 2. Technical skills and experience

**You will have:**

- Experience with CRM systems
- A good level of IT skills, with a knowledge of MS Word, Excel, PowerPoint and confidence using a variety of systems and databases in your day-to-day work.
- Excellent attention to detail and time management skills, with the ability to act on your own initiative.
- Excellent written and verbal communication skills, with confidence in using a range of communication methods for different audiences.
- Strong numeracy skills and confidence working with spreadsheets and budgets.
- Problem solving skills and be resourceful with a self-motivated approach.
- Experience of working with confidential and sensitive information.

**You may also have:**

- Relevant finance experience
- A basic knowledge of grant operations and experience of communicating grant information to a range of audiences.
- Experience of working in charities and/or health-related organisations.
- Experience of working with a range of online grant management systems.

### **3. Workplace expectations/skills**

#### **You will be:**

- Highly organised, with the ability to prioritise competing demands effectively and confident in managing multiple requests, sometimes with short deadlines.
- Able to follow written and verbal processes.
- Able to demonstrate high standards of professional conduct, acting with integrity and in a way that reflects our values and behaviours.
- A team player who puts colleagues' needs first, seeking to support our wider team and organisational objectives.
- Able to work flexibly to fully meet the requirements of the role.
- A self-starter with ability to work independently in a hybrid environment.

### **4. About You**

#### **You will:**

- Be a passionate individual, with the motivation to support patients and NHS staff at our hospitals.
- Take full accountability for your work responsibilities and decisions.
- Be able to adopt a flexible approach to changing circumstances in managing your assigned workload.
- Enjoy a fast-paced and results-orientated style of working, using your initiative to get tasks delivered efficiently and to a high standard.
- Enjoy looking for opportunities to improve your ways of working.
- Be committed to your own continuous professional development and can demonstrate recent evidence of this.

If you do not have experience in all of these areas, this should not be a barrier to applying. If you fulfil the main criteria outlined in the job description, we will provide development opportunities to help you learn these skills as part of the role.