

## Development Officer – Job Description

**Salary:** £10/hour

**Hours:** 24 hours/week

**Location:** North Acton, London (remote working possible)

**Contract:** Fixed-term, up to 30 September 2018

**Responsible to:** Operations Manager

**Responsible for:** Volunteers

### Administration

- Responding to and dealing with all incoming enquiries to the Trust;
- Providing administrative support to the Operations Manager and Board of Trustees.

### Grant-Making

- Receiving and processing grant applications received by the Trust across all funding programmes;
- Assessing applications in accordance with agreed policies and procedures, including carrying out interviews and reference and security checks;
- Communicating the decision of the Senior Grants Officer to applicants;
- Working alongside the Finance Officer to issue and process grant payments;
- Maintaining accurate records and statistics relating to grant applications;
- Working alongside the Monitoring & Evaluation Officer on reporting, monitoring, and evaluation of grant applications;
- Managing and supervising volunteers to assist with grant-making;
- Keeping up-to-date on significant changes to the welfare and benefits system.

### Additional Duties

- Maintaining regular correspondence with the Management Committee and the Board of Trustees;
- Assisting with the set-up and implementation of seasonal fundraising appeals;
- Assisting with fundraising initiatives organised by the Trust;
- Assisting with the promotion of the work of the Trust;
- Attending occasional networking events, training, and management meetings;
- Undertaking any other reasonable duties to support the operations of the Trust.