

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience, we're looking for then we would like to hear from you.

Background

The **Church of England** has recently agreed a significant increase in funding to support God's mission and ministry across the country, supporting local parishes and growing many more new worshipping communities to serve the whole nation. The distributions will also help fund dioceses' plans to serve the nation in various areas such as radically cutting the Church's carbon footprint and supporting parishes, cathedrals, and dioceses with using their buildings, to best missional effect whilst ensuring their protection, enhancement, conservation, and appropriate adaptation.

This role will support the work of the **Net Zero Carbon programme** and the **Buildings for Mission** project.

The **Net Zero Carbon programme** was established to help the Church of England to deliver its commitment to reaching Net Zero Carbon by 2030. It aims to equip, resource and support all parts of the Church to reduce carbon emissions from the energy used in its buildings, schools and through work-related transport by 2030. The team manages the distribution of a grant portfolio worth £190 million across 2023-31, aimed at supporting and equipping dioceses, parishes and other parts of the Church to reach the milestones set out in the Routemap to Net Zero 2030.

The **Buildings for Mission** project distributes grants aimed at helping parishes and dioceses manage their church buildings and widen their use. With a budget of £11 million over 2023-25, it operates a grant scheme for Church Buildings Support Officers and a fund for minor repairs and improvements to church buildings and is developing an initiative to ease the burden of maintenance and insurance for parishes. It works closely with the **Net Zero Carbon** team in support of the Church's ambition to radically cut its carbon footprint.

Both workstreams aim to deliver a consistent and responsive service to grantees, and the Grant Administrator will play a vital role in enabling this.

Job Summary

The **Grant Administrator** will play a vital role in providing administrative support to the **Net Zero Carbon** and **Buildings for Mission** teams in their delivery of a growing, varied and ambitious portfolio of grants to dioceses, and parishes.

The postholder will hold key relationships with project leads and management teams within both **Net Zero Carbon** and **Buildings for Mission**. They will provide excellent communication and organisational skills across these teams as well as across our wider network of internal and external stakeholders. They will liaise closely with the Grant Manager (Project Management Office) who provides central support to **Net Zero Carbon** and **Buildings for Mission** as well as other funding programmes across the NCIs.

The role will report directly to the Net Zero Carbon Programme Manager For duties relating to the Buildings for Mission Project, the role will report to the Buildings For Mission Grants Manager but line management will lie with the Net Zere Carbon Programme Manager. The postholder will maintain strong lines of communication with the Grant Manager, (Project Management Office) in order to develop, support, and maintain robust administrative and operations processes across all **Net Zero Carbon** and **Buildings for Mission** funding streams.

MAIN DUTIES AND RESPONSIBILITIES

Administrative Support to Programme/Project Teams

- Field general enquiries on **Net Zero Carbon** and **Buildings for Mission** funding streams.
- Encourage timely submission of grant documentation, reports, payment claims, and any additional paperwork requested by project teams, following up with the grantee / applicant in the event of any late or incomplete documents.
- Maintain timely and efficient processing of grant acceptance paperwork, so that all documentation is submitted on time, is complete, and is filed correctly.
- Liaise with finance and accounting teams, where required, to provide the necessary documentation for processing grant payments.
- Verify funding requests, on first submission, to ensure all relevant fields are complete, following up with the applicant where there is missing or incorrect information.
- Support the **Buildings for Mission**, **Net Zero Carbon** Managers, Finance Department colleagues and the Grant Manager (Project Management Office) in running integrity checks across grants records, gathering and collating information, checking for accuracy and clarity of documentation, and taking forward any recommendations for improvements to administrative processes to support clear tracking and capture of grant documentation.
- Manage and maintain the **Net Zero Carbon** and **Buildings for Mission** filing directories.
- Coordinate team meeting schedules and organise room bookings.
- Collate and compile all grant documentation required for programme evaluations carried out by the **Net Zero Carbon** and **Buildings for Mission** teams or by our external evaluation partners.

- Prepare approval panel materials and draft minutes, ensuring accurate and clear records are kept of decision outcomes.
- Circulate grant agreements for signature ensuring timely return by signatories to enable prompt grant set-up.

Grants Tracking

- Create, maintain, and update pipeline trackers for **Net Zero Carbon** and **Buildings for Mission** funding streams to include accurate detail on caseload, application status, spending against budget, organisations funded, size of award, payment and monitoring due or overdue, grant start and end dates, and any other detail as requested by the **Net Zero Carbon** programme Manager or Director, or the **Buildings for Mission** Grants Manager.
- Liaise with project leads and team managers to understand needs and requirements for funding streams and provide administrative support and recommendations for a co-ordinated approach to maintaining and updating pipeline records.
- Pull monitoring reports from grants spreadsheets and trackers, as advised by the **Net Zero Carbon** and **Buildings for Mission** managers to support their forecasting and programme progress measurements. Ensure consistency across reporting in both format and approach.
- Ensure trackers and spreadsheets are accessible, clear, user-friendly and that any permissions for access are kept up-to-date.
- Support teams and project leads in creating and categorizing GDPR compliant contact lists to reduce time spent on bulk or automated emails/correspondence.

Data and Record Keeping

- Consult with Programme/Project Managers and the Grants Manager (Project Management Office) to prepare administrative processes and grant records for migration to a new Grants database. Records are currently organised using Microsoft applications and there are plans to migrate records onto a dedicated grants platform in the future. The Grants Administrator will play a key role in helping with smooth transition of grant records onto the new grant platform at the appropriate time.
- Review grants filing systems, where appropriate making recommendations to Programme/Project Managers for improvements to how records are organised.
- Maintain accurate records on grant making decisions and governance.
- Assist Project Leads and Programme Managers in responding to requests from across the wider organisation for grant / funding stream details (for example, Internal audit, Finance, or Comms) by retrieving the necessary detail from filing systems and records, and where appropriate formatting this into reader friendly infographics, dashboards or Powerpoint slides

Correspondence and Communications

- Act as the first point of contact for enquiries relating to **Net Zero Carbon** / **Buildings for Mission** grant administration, dealing directly with them where appropriate or directing them to appropriate member of staff.
- As required or requested by the **Net Zero Carbon** manager or **Buildings for Mission** Grants Manager, draft and/or proofread correspondence materials prior to sending.
- Assist the **Net Zero Carbon** Comms and Engagement Manager in the maintenance of, and updates to, customer facing written materials such as guidance notes and toolkits, as well as materials on the **Net Zero Carbon** grants resource hub.
- Engage with **Net Zero Carbon** and **Buildings for Mission** network of internal stakeholders informing them about the programme and/or work of the teams where helpful, appropriate and of value.

Additional duties

Your job description is intended to reflect your main tasks and areas of work, but is not exhaustive. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

Person Specification

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential

Knowledge/Experience

- Substantial hands-on administrative experience, ideally in a grant-making environment, or on a high-profile programme involving multiple stakeholders.
- Experience in developing, implementing and maintaining effective administrative systems and processes.
- Experience of building excellent relationships and communicating effectively with staff and external stakeholders at all levels (including those at a senior level)
- Experience of administrative support within a governance process to trustees and senior stakeholders,
- Highly IT literate with substantial hands-on experience of Microsoft applications, in particular
- Strong Microsoft Excel skills and ability to use a range of tools for sharing key findings from data.
- Experience working with a database and handling large data sets

Skills & Abilities:

- Good written skills and spoken communication.
- Strong numeracy skills
- Strong interpersonal skills and the ability to communicate effectively with staff and external stakeholders.
- Good numeracy skills, with accuracy and strong attention to detail
- Professional, co-operative and diplomatic manner, with the ability to work well both on own initiative and as part of a team.
- Extremely well organised with the ability to prioritise varied workload, remain calm under pressure, and meet tight deadlines
- Ability to develop good working relationships with staff at all levels and with diocesan officers.

Qualifications & Training:

- Relevant or transferable experience in grant administration.

Desirable

- An understanding of the Christian faith and the structures and workings of the Church of England.

Vacancy Summary

JOB TITLE:	Grant Administrator
NCI ENTITY:	Church of England Central Services
DEPARTMENT:	Cathedrals & Church Buildings
GRADE:	Band 6 Standard Point
SALARY:	£33,382
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	Hybrid role with a day a week in Church House
SUITABLE FOR FULL HOMEWORKING:	<input type="checkbox"/>
HOMEWORKING REQUIRED:	<input type="checkbox"/>
CONTRACT TYPE:	Fixed-Term (2 years)
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input type="checkbox"/> Select level of DBS Check required
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	8102670
COST CODE:	Split 85% to 11153 IO 6973 and 15% to 11152 IO 6986
PARENT POSITION:	8101605 - NZC Programme Manager