

JOB DESCRIPTION

Job Title: Application & Grants Administrator

Type of Role: Full-time

Based at: QEST office at 1 Buckingham Place, London SW1E 6HR

Background

QEST, the Queen Elizabeth Scholarship Trust, was formed in 1990 by the Royal Warrant Holders Association on the occasion of its 150th Anniversary, but also to mark the 90th birthday of HM Queen Elizabeth, The Queen Mother. HRH The Prince of Wales is the Patron, with Vice Patrons the Earl of Snowdon (David Linley) and the Marquess of Salisbury.

The Charity funds the training and education of talented and aspiring craftspeople through traditional college courses, vocational training, apprenticeships or one on one training with a master craftsperson, helping to sustain vital skills in traditional and contemporary crafts.

Over the last 30 years, QEST has awarded £4.5 million to just over 550 craftspeople in at least 130 skills, from rural to cutting-edge craft and conservation; including thatching, farriery, basket weaving, orcharding, carpentry and woodworking, bookbinding, stonemasonry, coppersmithing, metalworking; sculpting, textiles, ceramics, leather working, printmaking and many more. The charity grants between 30-40 Scholarships per year – supporting around 10-15% of actual applications.

QEST is able to grant funds to craftspeople to further their training and education through the generous support of its Donors – Trusts and Foundations, Liveries, Royal Warrant-holding companies, other corporates and individuals.

QEST welcomes applications from everyone, regardless of race, gender, sexual orientation, religion, disability, or nationality.

Primary Purpose of the Role

The Application and Grants Administrator's primary responsibility is to administer the application process for the twice-yearly Scholarship Programme.

Principal Responsibilities:

- Administer and manage the application process for Scholarships which includes scheduling and timelines, processing applications (including liaison with applicants), liaison with skills/industry assessors (including trustees), scheduling assessments (on-line) and interviews (face to face)

- Act as the main point of contact for the database (Salesforce) developers, where it relates to the application processes (updating of application forms, for example)
- Co-ordinate the grant allocation/donor matching processes, liaising with the Development Officer and Finance Manager (for Finance Plans)
- Ensure (liaising with the Communications Manager) that content is up to date on the QEST website as required, for example application guidelines, FAQs
- Monitor, update and distribute documents relating to Scholarships, as required (e.g. terms and conditions, reports, trends)
- Help to promote the Scholarship Programme (working with the Communications Manager) to ensure a diverse pool of applicants for each round of applications

Qualifications/Experience

- Strong administrative skills (previous experience in an administrative or similar role)
- Organised and methodical approach with superb attention to detail
- Database experience e.g. Salesforce (desirable)
- Computer literate with experience of Excel and MS Office
- Effective communication (written/verbal) skills, able to liaise at all levels (applicants, alumni (craftspeople); trustees)
- Self-motivated and happy to use initiative, but equally able to work well in a small team
- Flexible and adaptable approach to work where priorities often change
- Interest in education/arts/craft

Contact with Others:

- QEST Team (CEO, Communications Manager, Events and Operations Officer, Development Officer)
- QEST Chairman, Trustees and Skills Assessors
- Applicants – Scholars and Apprentices
- QEST Alumni
- Third parties relevant to role – e.g. Salesforce/CRM Superstars
- RWHA Team (primarily events)

Other Information

This job description highlights the main areas of responsibility, but it is not an exhaustive list of all the duties that may be required; and the role may evolve as the Charity evolves.

Whilst the role is primarily based around the administration of the application and grant processes for the Scholarship Programme, the Application and Grants Administrator must be willing and able to work in other areas to ensure the Charity achieves its objectives, including support at external events.