JOB DESCRIPTION

Job Title:	Grants & Projects Administrator
Contract:	Permanent, Full Time
Salary:	£21,000 +, depending on experience
Reporting to:	Louise Rains, Project Manager
Based at:	QEST office at 1 Buckingham Place, London SW1E 6HR (with occasional work from home)

Background

The Queen Elizabeth Scholarship Trust (QEST) was formed in 1990 by the Royal Warrant Holders Association for its 150th Anniversary, and 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, helping to sustain vital skills in traditional and contemporary crafts and support craft careers.

Over the past 30 years, QEST has awarded £5.2 million to 650 craftspeople in at least 130 skills. From rural to cutting-edge craft and conservation, QEST has supported makers working in thatching, farriery, basket weaving, carpentry and woodworking, bookbinding, stonemasonry, coppersmithing, metalworking, sculpting, textiles, ceramics, leather working, printmaking and many more. The charity grants around 40 + scholarships and apprenticeships per year.

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

Primary Purpose of the Role

- The role offers varied, interesting, and fast-paced work within a high-performing and supportive environment
- Reporting to the Project Manager, the primary purpose of the Grants & Projects Administrator is to support the Project Manager in the delivery of a wide range of events and the Grants Officer in the delivery of the twice-yearly grants programme
- The Grants & Projects Administrator will also support the CEO with other administrative and operational duties.

Principal Responsibilities

Event & Project Support

- Assist with the delivery of a wide range of events (live and digital), projects and initiatives, including but not limited to:
    - Exhibitions: Collect, Artefact
    - Fairs: Royal Windsor Horse Show, Craft Festival Bovey Tracey, Great Northern Contemporary Craft Fair
    - Social events and informal networking
    - Annual Fundraising Dinner
    - Alumni Business Skills/Masterclass programme
    - Talks programme
    - Friends Scheme & online donations

  This will include event promotion, guest list management, logistical arrangements, on-site assistance (may fall outside of usual business hours), follow-up and reporting.

Grant Administration

- Act as the main point of contact for our applicants, providing advice throughout the application process.
- Support the Grants officer with all aspects of the assessing process, including application eligibility checks, drafting comms, liaising with skills/industry assessors (including trustees), collating and distributing documents for assessments (online) and interviews (face to face).
- Maintain QEST's Salesforce database
- Ensure grants are monitored in line with agreed processes.

Administrative/Operational

- General office management – front of house duties, responding to mainline and email enquiries, maintaining office supplies, organising deliveries and mailouts etc.

Qualifications/Experience

- Strong administrative skills (some experience in an administrative or similar role)
- Strong attention to detail
- Effective communication (written/verbal) skills, able to liaise at all levels (applicants, alumni (craftspeople), supporters and trustees)
- Computer literate with experience in Excel and MS Office
- Some database experience e.g., Salesforce (desirable but not essential)
- Fast learner, able to adapt quickly to new software, systems and processes (commonly used systems include SurveyMonkey, Dotdigital, WordPress, Zoom, Enthuse)
- Self-motivated and able to use initiative, but equally able to work well in a small team
- Interest in education/arts/crafts
- Most of all, we are looking for someone with a flexible, can-do approach and a willingness to learn.

Day to Day Contact

- QEST Team (CEO, Communications Manager, Project Manager, Grants Officer, and Development Officer)
- QEST Trustees, Ambassadors and Skills Assessors
- Applicants – Scholars and Apprentices
- QEST Alumni
- Third parties relevant to the role – e.g. Salesforce/CRM Superstars
- Donors and supporters, with particular reference to events
- Royal Warrant Holders Association Team (primarily events and communications).

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.

How To Apply

Email your CV and a cover letter explaining why you are suited to the role to info@qest.org.uk by end of day, **Friday 1 April 2022**.