

# Rocket Science UK Ltd



## Job Description/Person Specification

<b>Job Title:</b>	Grants/Projects Officer
<b>Purpose of Job:</b>	To provide high quality process management and administrative support for the delivery of Rocket Science's grant and programme management contracts
<b>Location:</b>	Rocket Science's London office (Farringdon EC1)
<b>Accountable to:</b>	Project and Operations Manager (Grants)
<b>Salary Scale:</b>	£21,000-£23,500 (plus benefits) <i>Starting salary will be dependent on experience.</i>
<b>Hours:</b>	Full time (37.5 hour week) – generally 0900-17.30 but some unsocial hours may be required on occasion.

### Overview of the Role

Rocket Science, established in 2001, exists to improve the quality and performance of services for the public. We have a particular commitment to helping disadvantaged individuals, families and communities enhance the quality of their lives, working as independent advisers, researchers, evaluators, facilitators, trainers and mediators. We specialise in the fields of work and welfare, social integration (including through sport) and community economic development. Our services go beyond consultancy to include organisational and partnership support and development, as well as acting as evaluation partners and, increasingly, as the managing agents of several grant programmes for different funders.

We currently manage grants on behalf of the Home Office (Government Equality Office) the Mayor of London and Newcastle City Council, as well as evaluating a range of programmes for different funders including the BIG Lottery. The post of Projects Officer will be responsible for supporting the on-going development and delivery of our services for funders.

We are looking for someone with some project/contract management experience; a self-starter with the ability to plan and prioritise workloads and meet deadlines; manage and support the administration of events; you will be highly proficient in the use of IT to support your role (particularly the manipulation, interpretation and presentation of data), and in reporting internally to different colleagues and externally to a range of clients.

Working primarily to Rocket Science's Project and Operations Manager, the Projects Officer role is designed for someone with first-rate organisational skills who can provide a highly-efficient service to both funders and projects under the terms of our various grants management contracts. There will also be an opportunity to work alongside Rocket Science colleagues to develop our services, extend these to other funders in the public, charitable and private sectors and to develop greater synergy for our clients from Rocket Science's policy-related research, consultancy and evaluation work.

The successful candidate will be provided with an excellent opportunity to gain and develop a wide range of valuable skills and experience in the many different areas which Rocket Science operates. As a small organisation, often described as ‘punching above our weight’, we are looking for the Projects Officer to make a key contribution to the Rocket Science team.

## Key areas of responsibility

### Project and Programme Support

To support the delivery of grant programmes managed by Rocket Science (which currently include the GEO Returners Fund, the GLA’s Community Athletics Fund and the Newcastle Fund) and provide assistance and support to projects funded under these programmes. This includes:

1. Maintaining our cloud-based Grants Management Service (GMS) Flexi-Grant® with current details of all funded and applicant organisations. This includes ‘building’ application forms, grant agreements and monitoring forms within the GMS for applicants and funded projects to complete online, logging all communications with projects and also using the GMS to generate exports, mail-merged documents and electronic communications.
2. Supporting projects to set up and maintain efficient and transparent filing systems for all record keeping in relation to their delivery of the grants
3. Issuing reminders for funded projects to complete the required monitoring to determine the achievement of outcomes defined in a project’s grant agreement
4. Conducting regular monitoring visits to support projects, verify and check claims. Helping projects in completing evidence required to achieve as close as possible to 100% of the grant outputs and corresponding funds being paid by submitting accurate, timely and fully-supported claims.
5. Ad hoc support as required by the projects (sourced by you from other Rocket Science colleagues or externally).
6. Identifying areas of good practice that could be shared with other projects (via programme online forums, social and written media and through different approaches to knowledge capture and sharing of good practice)
7. Providing regular reports for the programmes’ funders and Rocket Science’s Project and Operations Manager and attending meetings with funders as required.
8. Supporting the design and delivery of a programme of activities and networking events when applicable to enable projects’ delivery and showcase their achievements. This could include managing delegate lists, sourcing venues and preparing materials for delegates. In addition, support of Rocket Science’s wider programme of events or activities may be required.
9. Answering the grants support phone line and providing encouragement and informed assistance to applicants and grant holders.

### Business development

10. To work with Rocket Science colleagues to identify and build new business opportunities, particularly in extending our grant programme and project support

services. This will involve sourcing and maintaining up-to-date client and prospective client marketing lists.

11. To contribute to and support Rocket Science's market profile, including our increasing online profile and voice.
12. To provide input and support to colleagues on other cross-company projects, consultancy assignments and business development work.
13. Answering the Rocket Science phone line and dealing with enquiries with the support of Rocket Science colleagues.

## Skills and Experience

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### Essential

- Educated to a degree-level, or equivalent on-the-job experience.
- Ability to work independently and initiate, plan and prioritise workloads and meet tight deadlines. The role is largely determined by projects' needs and client demands so a highly organised approach is required.
- Ability to maximise efficiencies and effectiveness when approaching tasks.
- Highly proficient in the use of MS Office tools to support and enhance your role. In particular, an ability to use MS Excel for monitoring and data capture purposes as well as data analysis and using MS Word to create and populate mail merge templates.
- An interest in maintaining and updating Rocket Science's web and social media platforms.
- A quick learner of new systems and willingness to learn to use our cloud-based Grants Management System to administer our grant programmes
- A good telephone manner

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### Preferable

- Experience of contract or project management, preferably of grant programmes, in a previous role/position
- Experience of a Contact Relationship Management system (CRM) – or ideally a Grants Management System – and using this to manage data, create mail merge templates and generate exports to extract the data
- Ability to analyse raw data and present analysis to present in a visually engaging way
- An interest in Rocket Science's [specialisms and areas of work](#).

## The way we work

Our values guide the way we work and the way we develop as a company. Rocket Scientists should demonstrate their commitment to these and behave in ways that are consistent with these. We aim to deliver excellent services by:

- being accessible and responsive to our clients' needs
- making a difference
- finding creative and practical solutions
- learning and sharing
- working with clients rather than for clients
- investing in our people
- enjoying what we do.

## How to apply

Email: Helen Fagan, Project and Operations Manager [Helen.fagan@rocketsciencelab.co.uk](mailto:Helen.fagan@rocketsciencelab.co.uk)

Please include the following information:

1. A one page covering letter explaining how your experience makes you suitable for this role;
2. A copy of your current CV (including full contact details);
3. The names and contact details of two referees, including, if applicable, your most recent employer. Please note that referees will not be approached without your prior permission only following a successful application and interview;
4. Where you found out about this vacancy

## Closing date for applications: Monday 11<sup>th</sup> June 2018

We plan to hold interviews for shortlisted candidates the week commencing 11<sup>th</sup> June.

## Further information

If you have any questions about the role, please call Helen Fagan or John Griffiths on 020 7253 6258 or email [Helen.Fagan@rocketsciencelab.co.uk](mailto:Helen.Fagan@rocketsciencelab.co.uk)

*Rocket Science operates an equal opportunities policy and will appoint solely on the basis of the applicant's ability to do the job in question. We do not discriminate with reference to age, gender, sexual orientation, race, colour, religion, marital status or disability, nor will such factors play any part in decisions on appointment or selection.*