

**ROCKET  
SCIENCE**

# Recruitment

Grants Officer

April 2021

# 1. Rocket Science UK Ltd



## 1.1 Job Description/Person Specification

<b>Job Title:</b>	Grants 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 (Blackfriars EC4V)  We are currently working remotely. When it is safe and practical we will return to a mix of office-based and home-based working reflecting business requirements and individual preferences
<b>Accountable to:</b>	Senior Grants Officer
<b>Salary Scale:</b>	£25,000-£28,000 (plus benefits)  <i>Starting salary will be dependent on experience</i>
<b>Hours:</b>	Full time (37.5 hour week) - some additional hours may be needed from time to time

## Overview of Rocket Science

[Rocket Science](#), established in 2001, is a leading research, consultancy and grant management organisation that works across a range of social and economic policy fields. Over the last 2 decades, we have designed, delivered and evaluated different programmes to invest in sustainable community development and place shaping, often targeting and supporting disadvantaged groups, with the aim of promoting community participation and, longer-term, social integration.



As both a Crown Commercial Service and GLA-approved supplier of grant management services, we manage grants for a range of clients/funders, including national, regional and local government, charities and foundations across the UK. We have adopted both [London Funders](#) and [IVAR's commitments](#) to more flexible fund management that reflects the post-Covid realities facing Voluntary and Community Sector organisations.

Our quality-assured service includes a secure cloud-based customised digital portal. We work closely with funders to pilot new and deliver existing programmes through our design, deliver and review and reflect model. This enables a customised portal and approach for each client.

Rocket Science is committed to delivering quality work which has seen our Quality Management system re-accredited for ISO9001 and our receiving the Cyber Essentials qualification for our technical security controls. As a values-driven organisation that aims to practice what we preach, we are proud to have received Gold accreditation as both Investors in People and Investors in Young People up to 2022.

Current clients range from the Greater London Authority, L&Q Foundation, City Bridge Trust, Youth Futures Foundation and Local Authorities.

## Overview of the Role

We are looking for a Grants Officer with at least 12 months' experience in grant making and an interest in public policy to join our growing team. As a Grants Officer you would be responsible for working with funders and grantees to design, deliver and review a range of high impact grant programmes. Our breadth of programmes makes this an exciting role with development opportunities supporting community grants of £10,000 to national strategic £1m partnerships.

This role is ideal for someone who is looking to develop a range of skills required to design, deliver and review a range of small- and large-scale grant programmes. This will suit someone with:

- strong organisational skills who can work to multiple funder deadlines
- a high level of customer service to support applicants throughout their journey. Many could be small community groups not familiar with applying for grant funding
- confidence to present assessment recommendations and support funders with their decision making



- a solution focus. Intent based leadership is core to our values and a proactive nature and desire to overcome challenges is fundamental to a successful programme.

This role will be based in London but is open to those who are happy to travel to London part time at their own cost when we are able to return to our offices.

We invest in staff support and progression ensuring opportunities are available to enable progression within the organisation. This grant officer role has a clear development pathway and there will be opportunities to progress as your experience and skills develop in grant making and our specialist areas.

## Key areas of responsibility

The key areas of responsibility for this role include managing and delivering grant programmes of behalf of our clients including:

- Working with the Rocket Science team and our clients to set up grant programmes including developing application forms and processes in our online grantmaking systems (Blackbaud Grantmaking and Fluent Flexi-Grant™)
- Supporting grant applicants via email and telephone helpline
- Assessing grant applications and supporting clients' decision-making processes
- Drafting and implementing grant agreements
- Monitoring progress, reviewing management information, conducting site visits and recommending payment to the Rocket Science finance team
- Providing ongoing support to grantees via email and phone-based helplines
- Producing regular progress reports to our clients
- Identifying areas of good practice to build and shape Rocket Science's approach to grant making
- Dealing with other ad hoc client requests.

The role also involves contributing to the business development of our grants work to ensure we are bringing in new grant management work and continue to build the team's knowledge and expertise:

- Working with the Rocket Science team to identify new business opportunities
- Using social media to share our work and insights



- Inputting to proposals and tenders

## Skills and Experience

This role would suit someone with at least 12 months' experience in grant making who has the following skills and experience:

- Strong organisational skills, including an ability to work across a range of different projects and tasks
- Great interpersonal skills and an ability to build positive and productive relationships with clients and grantees across a range of different types of organisations
- Ability to work independently and as part of a team to develop coordinated and high-quality work and keep relevant colleagues and stakeholders updated
- Attention to detail
- Experience with online grant making systems or a quick learner of new IT systems
- Proficiency in MS Office software
- Commitment to our organisational values and using our work to improve the lives of vulnerable communities

## 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.

## To apply for the job



To apply for the role, please submit a copy of your current CV and a covering letter (maximum 500 words) explaining how your experience makes you suitable for this role.

Please include your full contact details and mention where you found out about the vacancy. Please also include the names of two referees, including your current or most recent employer. Please note that referees will not be approached without your prior knowledge, and only following a successful application and interview.

These should be emailed to Michael Theodorou, Head of Grant Programmes at [michael.theodorou@rocketsciencelab.co.uk](mailto:michael.theodorou@rocketsciencelab.co.uk)

Closing date for applications: 5pm on Wednesday 19<sup>th</sup> May 2021

We plan to hold interviews for shortlisted candidates on Tuesday 25<sup>th</sup> May 2021 and Wednesday 26<sup>th</sup> May 2021.

## Further Information

If you have any questions, or would like an informal discussion about the role, please email Michael Theodorou, Head of Grant Programmes at [michael.theodorou@rocketsciencelab.co.uk](mailto:michael.theodorou@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.*

