

Senior Grants Officer – London or Newcastle

Ref - RS2021/22/01

Rocket Science is a values led grant making and consultancy organisation with a high reputation for the quality of our work and our influence on both policy and practice.

We are now looking for a Senior Grants Officer to join our growing Grants Team. This role can be based in either our London or Newcastle offices.

We are currently home working but in the medium term the post will involve a mix of office and home-based working, to be agreed with the successful candidate. We will provide all the office equipment you need to work comfortably and efficiently from home.

We have highly regarded staff development programme with a supportive supervision and mentoring approach. In 2019 we were accredited at Gold level as both Investors in People and Investors in Young People. We were one of the first companies to sign up to the Scottish Business Pledge and we are an accredited Living Wage employer.

Job Title	Senior Grants Officer
Purpose of Job:	To provide high quality grants management and support for the delivery of Rocket Science's grant and programme management contracts
Supervised by	Deputy Head of Grant Programmes
Salary Scale	£30,210 - £36,000 in London and £27,210 - £33,000 in Newcastle (we have a London uplift for our roles)
Benefits	We provide a wide range of benefits and opportunities – such as paid time for charitable volunteering – together with 25 days' annual leave plus 10 days public holiday, and 6% pension contributions. We also operate a flexible working policy.
Hours	Full time (37.5 hour week) Monday to Friday - additional hours may be required out of hours from time to time
Location	Newcastle or London depending on the preferred candidate's preference
Contract	Permanent

Introducing Rocket Science

We are a highly regarded specialist grant making and consultancy organisation with offices in Edinburgh, Newcastle and London. We have a commitment to helping disadvantaged individuals, families and communities to enhance the quality of their lives. We specialise in the fields of employability, health and social care, housing and homelessness, learning and skills, third sector development, and local economic development. We recognise the importance of considering intersectionality in all we do, and in gender-informed approaches, and we are currently growing our portfolio of work in these areas.

We offer clients an end-to-end Grant Management service, supplying services in accordance with the government's Grant Standards, meeting performance targets in addition to administering the funding. We use cloud-based Grants Management Service (GMS) Flexi-Grant® and Blackbaud Grantmaking

Our service includes

- Co-design and development of Funds' purpose/scope, process and documentation for each fund,
- Coordination of the application process, including assessing applications and providing advice to our clients' decision-making panels
- Managing the ongoing monitoring and reporting between funded projects and our clients.

As a small company, our staff are provided the opportunity to work on a wide variety of exciting projects across a range of our specialist areas. Current and previous grant Funds include the Government Equalities Office Returners Fund, Department for Work and Pension Challenge Fund, Greater London Authority Young Londoners Fund and L&Q Place Makers Funds.

We also provide value-adding consultancy to support the Grant Management service where we work with clients to improve the performance of services for the public, and we work as independent advisers, researchers, evaluators, facilitators, trainers and mediators.

For more detail visit our website at www.rocketsciencelab.co.uk

Key areas of responsibility

To support the delivery Grant Management service including:



Co-design of Grant Management programmes and programme plans with oversight including scoping out client needs, shaping grants and creating an implementation plan



Contribute to building our markets by building relationships with clients as a lead officer for more complex grant programme, raising the profile of grants through networking, client engagement and identifying opportunities, building knowledge in grant management and demonstrating this credibly with clients and prospective clients, leading and participating in promotion activity of Rocket Science and funded projects

Implementing project plans, monitoring risks, and reporting internally and externally on progress including:



Maintaining our cloud-based Grants Management Service (GMS) Flexi-Grant® and Blackbaud Grantmaking systems



Conducting eligibility checks to ensure applicants are eligible for funds



Conducting and coordinating application assessments



Leading and participating in negotiation of grant agreements with successful projects and obtaining required information from successful projects



Building online modules to enable applicants to apply and ensure assessors and funders obtain information from applicants



Responding to emails and telephone calls from applicants, projects and clients



Preparing and overseeing the development of packs for funders to use in their decision making (panel packs)



Building reporting and payment modules and supporting reporting by successful projects to funders

Other functions include:



Staff management



Project management

Key skills

The person we are looking for is expected to have:

- Experience working with the public or third and community sector – or in a position in the private sector that had direct engagement with public or third and community sector organisations
- Ability to work independently and initiate, plan and prioritise workloads and meet tight deadlines including an ability to work across several projects at once
- Highly proficient in the use of MS Office tools to support and enhance your role
- 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 and commitment to excellent customer service
- An interest in Rocket Science's specialisms and areas of work
- Knowledge of grant management processes
- Experience of assessment of grant applications

The following skills are of interest to us but not vital:

- Experience of using grantmaking software/solutions especially Flexi-Grant® and Blackbaud Grantmaking systems
- Experience in one or more of Rocket Science's specialisms and areas of work
- Experience **of working with clients**

The way we work

Our values guide the way we work and the way we develop as a company. Rocket Scientists should behave in ways that are consistent with these values

- **Working with you** - We work collaboratively with our clients, tailoring our support and bringing our expertise, insights and networks to help them achieve their objectives
- **Developing realistic solutions** - Our work is practical, and evidence-led, taking account of the bigger picture to provide solutions that put policy into practice
- **Working at the intersections** - We work where issues and needs overlap to help remove boundaries and tackle siloes
- **Looking to the future** - We always look ahead to identify emerging needs, anticipate future trends, and help our clients to be trailblazers
- **Focusing on people's lives** - We work to improve the systems and support that affect people's lives and ensure their experience informs change
- **Being inclusive and empowering** - We foster an inclusive working environment that empowers and inspires clients and partners.

To apply for the job...

To apply for this role, please register on our [application portal](#) including your CV and cover letter

If you would like an informal discussion about this role, or have any questions about the application process, please contact Bryony Livesey at bryony.livesey@rocketsciencelab.co.uk.

Closing date for applications: Monday 27th of September 2021 at midday. We plan to hold virtual interviews for shortlisted candidates in early October.