



Rocket Science UK Ltd

Grants Officer or Senior Grants Officer

London or North East

Ref - RS2021/22/01

Rocket Science, established in 2001, is an independent research, evaluation and grant making organisation. With a presence in Newcastle, Scotland and London we cover the UK to bring ideas, insight and innovation to employment and skills, health and social care, criminal justice, complex needs, poverty and welfare, charities and communities.

As a growing business, we are recruiting an additional new position of either a Grants Officer or Senior Grants Officer depending upon experience. This is a hybrid role working from home with travel to our London or Newcastle office 1-2 times a week. We will provide all the office equipment you need to work comfortably and efficiently from home.

We have a 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	Grants Officer or 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	Senior Grants Officer/ Deputy Head of Grant Programmes
Salary Scale	Grants Officer: £23,161 - £30,210 (London), £20,161 - £27,210 (North East) Senior Grants Officer: £30,210 - £36,000 (London), £27,210 - £33,000 (North East) (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	Part-time, contract, or full time (37.5 hour week) Monday to Friday – occasional additional hours may be required out of hours from time to time
Location	Hybrid with some travel to Newcastle or London office
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, documentation and setup on a dedicated grants portal
- Coordination of the application process, assessing applications and providing advice to our clients' decision-making panels
- Managing ongoing monitoring and reporting between funded projects and our clients including some site visits.

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's Challenge Fund, Greater London Authority Young Londoners Fund, North of Tyne Combined Authority, South Tyneside Council, L&Q Place Makers Funds and the Violence Reduction Unit.

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 online Grant Management programmes and programme plans with oversight including scoping client needs, shaping grants and creating an implementation plan



Contribute to build our markets through existing client relationships, raising our profile through networking and events, client engagement and identifying opportunities, building knowledge in grant management and demonstrating capability and credibility with clients and prospective clients, leading and participating in promotion activity of Rocket Science and funded projects. It will be expected that the Senior Grants Officer will support tender submissions and development of social media blogs and articles.

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



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



Conducting eligibility checks ensuring applicants are eligible for funds



Conducting and coordinating high quality application assessments



Conducting due diligence, negotiating 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



Preparing recommendation portfolio and supporting clients in their decision making

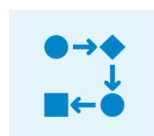


Building grantee relationships, managing monitoring reports, phased payments and client reporting

Other functions include:



Staff management (Senior Grants officer only)



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 Systems 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 including use of grantmaking software/solutions
- Experience of assessment of grant applications

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

- Experience of using Flexi-Grant® and/or Blackbaud Grantmaking systems
- Experience in one or more of Rocket Science's specialisms and areas of work
- Experience of working and building relationships with clients

We expect the following:

- Grants Officer: at least 6 months experience of delivering grant programmes.
- Senior Grants Officer: at least 3 years' experience of delivering and reviewing programmes. Applicants with experience of designing, delivering and reviewing grant programmes.

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 either role, please send a covering letter detailing your experience, why you are interested, which role you are applying for, your current and expectations of salary for this role, together with your CV to recruitment@rocketsciencelab.co.uk

Closing date for applications: **5pm on Friday 21st January 2022.**

We plan to hold virtual interviews (1 hour) and two tests (1 hour in total) for shortlisted candidates on the week of 24th January 2022.