Grant Funding Assistant
APPLICANT INFORMATION PACK

www.trusselltrust.org
Welcome from
Emma Revie, Chief Executive

The work of our foodbank network is inspiring, but we face significant challenges ahead. Between 1st April 2019 and 31st March 2020, food banks in the Trussell Trust network distributed 1.9 million three-day emergency food supplies to people in crisis, a 18% increase on the previous year. More than 700,000 of these went to children.

I want to see the end of the need for emergency food services in every nation of the UK, to work with governments at every level to ensure that our benefits system provides a genuine safety net for people and work is paid a fair wage, allowing individuals and families to thrive rather than just stave off crisis.

Working for the Trussell Trust means making a difference in people’s lives. To continue our vital work, we rely on a team of dedicated people. Come and join one of the fastest growing charities in the UK!

Emma Revie
Chief Executive
Our aim is to end hunger and poverty in the UK. We support a nationwide network of 1,200 food bank centres across the UK.

Together, we provide emergency food and support to people locked in poverty, and campaign for change to end the need for food banks in the UK for good.

In the UK, more than 14 million* people are living in poverty - including 4.5 million children. As a nation, we expect no one should be left hungry or destitute, and we owe it to each other to make sure the right support is in place when we need it most.

It’s simply not right that we live in a society where so many people are locked in poverty.

**Together, we can end hunger and poverty in the UK.**

*14.2 million people in the UK population are in poverty. The Social Metrics Commission, 2018*
Our head office is based in Salisbury in Wiltshire, with satellite offices in London and Coventry.

We also have team members based across the UK supporting food banks at a local level.

Our support for the food banks in our network is delivered through directorates, all of which report into our Chief Executive. These are:

- Operations
- Finance & Corporate Services
- Policy, External Affairs & Research
- Strategy & Impact
- Public Engagement

Whatever your skills or experience, there could be a role for you at the Trussell Trust.

Our people are the most important thing the Trussell Trust has. Without our staff, we couldn’t achieve our goals and create change.

Our staff are passionate about their work and the difference they make to the lives of others. The benefits package we offer supports our staff professionally and personally.

Benefits include matched pension contributions of up to 8%, group income protection, payroll giving, flexible working, season ticket loans, and enhanced contractual leave.

To find out more about the full range of benefits we offer, visit www.trusselltrust.org/employee-benefits.
The Role

Directorate:  
Responsible to:  Grant Funding Manager  
Hours:  Full Time (37.5 hours per week)  
Based:  Home based with infrequent travel food banks or food bank facing events

ROLE OUTLINE AND PURPOSE

The Grant Funding Assistant processes applications from food banks including the awarding and paying of grants to food banks in the Trussell Trust network. They maintain data on grant applications and awards, for routine processes and for communications with grant applicants.

ROLE RESPONSIBILITIES

• To deliver clear, informative and timely communications about the grant funding programme to stakeholders, including to potential and actual grant applicants, and foodbank-facing staff
• To administer efficient recording, processing and reporting of data in relation to grant applications, awards and payments
• To systematically undertake the thorough and prompt checking of new grant applications, including for completeness, eligibility and compliance with guidelines and criteria
• To convey clearly with grant applicants where actions are required, and monitor completion of those actions
• To clearly and promptly inform applicants of the outcome of their grant application
• To provide the finance team with accurate data to ensure timely payment of grants
Person specification

Technical skills and minimum knowledge:
- Sound experience of using database systems with large data sets (preferably CRM software such as Salesforce)

Behaviours and competencies:
- Demonstrates a commitment to the values of the Trussell Trust
- Role models inclusive behaviours and values
- Demonstrates empathy for people from disadvantaged, marginalised or socially excluded backgrounds
- Excellent communication skills, both written and verbal
- Excellent attention to detail
- Is able to work through challenges in positive and effective ways
- Is able to prioritise workload and work to deadlines
- Has excellent customer service skills

Key Stakeholders
- Food banks
- Area Managers
- Finance
How to apply

If you feel you have the required passion, energy and enthusiasm to help us bring an end to poverty and hunger, then you’re on your way to becoming part of something that will make a real difference to people’s lives.

To apply for the role please go to our website to access our online application platform, Applied. This platform enables us to review your application anonymously to make our hiring decisions as diverse and impartial as possible.

You do not have to complete your application in one sitting, but you can save it and go back to it at any time before the closing date.

If you have questions about this position, please call 01722 580 209 or email recruitment@trusselltrust.org.

www.trusselltrust.org/jobs

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