



Job Description

General information

Job Title	Independent Grants Assessor
Location	Remote working
Reporting To	Head of Distribution
Department	Distribution
Website	https://nationalemergenciestrust.org.uk
Employment Status	Part time or Full Time. Temporary self-employed. Salary up to £250 per day

Background:

The intensity of emergencies in 2017 – from the terrorist attacks in Manchester and London to Grenfell – led to the creation of the National Emergencies Trust, to collaborate with charities and other bodies to raise and distribute money and support victims at the time of a domestic disaster.

The NET is currently working tirelessly to disburse donations to ease pressure on essential front-line services due to the impact of the COVID 19 pandemic. We are now looking to bring together a team of skilled grants assessors as detailed below.

Key Duties of the Role:

Undertake induction and familiarisation with the process and application and assessment materials.

Assessing high value, complex applications, from partner organisations and consortia proposing UK wide activity.

Work as part of an assessment team to produce detailed assessment reports, identify weaknesses and risks and proposes appropriate changes and/or grant conditions.

Undertake peer reviews and present assessments to a grants panel.

Provide feedback to applicants on areas that require change or strengthening.

Undertake negotiations with successful applicants through the grant contract process, working to the Head of Distribution.

Person Specification:

We are particularly looking for candidates that have experience in the following areas:

- Assessment from a diversity and inclusion perspective/lived experience
- Assessing funding bids of £1m+
- Complex consortia bids
- UK wide delivery/particular knowledge related to the sector in Northern Ireland/Scotland/Wales is desirable
- Understanding of advice-giving services and helplines

Duration:

Four to six weeks from 11th July with a minimum of three days per week. The minimum number of days work you will be required for is 12 days.

- There will be a requirement for you to work specific dates to enable training and peer review meetings to take place.
- Two half days of training will be provided

Employment Basis:

Successful candidates will be taken on as independent consultants on a day rate of £250/day

Application Process:

Please send your CV and supporting statement outlining experience and availability by Friday, 3 July 2020 at 5pm to recruitment@nationalemergenciestrust.org.uk

The interviews are likely to take place on Tuesday, 7 or Wednesday 8 July 2020 via a Zoom call.

Travel:

Not Applicable. Remote working contingent on governance guidance.