

Grant Support Officer
Part-time (16 hours a week/40% FTE)
Salary £32,000-35,000 pro-rata
Home-based with some travel to London (approximately weekly)

About the Foundation

The Sam and Bella Sebba Charitable Foundation (SBSCF) is a grant-making family foundation which seeks to promote a more humane society by supporting vulnerable people and protecting their rights. We award approximately £3.5m in grants annually, split between the UK and Israel across a wide range of issue areas including refugees and asylum seekers, human rights, violence against women and girls and young people at risk. We favour adventurous grants for social innovation capable of effecting transformative change and encourage shared learning. The charity was initially established by Samuel Sebba in 1967 and all its assets were transferred to the Foundation in 2020. The Sebba family is still actively involved in the Foundation. Further details can be found on our website: www.sebbafoundation.org.

About the Role

The Foundation is looking for a highly motivated individual who is passionate about social justice and can provide excellent administrative, grant-making and operations support including data collation and basic analysis to the small, predominantly home-based team. We're seeking someone who is personable, highly organised, has attention to detail and is keen to take initiative and learn new skills. Training will be provided on our grant management database and website, but we would like you to demonstrate transferable skills.

You'll work on wide variety of tasks which will include grant data input and analysis, conducting desk-based research, formatting Board and Committee papers, organising small events, supporting impact measurement and liaising with stakeholders including external partners, trustees and the wider Sebba family. You will be comfortable working both independently and collaboratively across a close-knit team comprised of a CEO, UK Grants Manager, Israel Grant Consultant, Administrator and freelance Accountant.

This is a part-time, permanent position (16 hours a week/40% FTE), which is predominantly home-based but does require attendance of meetings and some co-working in London, with occasional out of office hours. We are open to flexible work arrangements and welcome applicants from diverse backgrounds including those with lived experience of the issues we support.

Skills and Experience - Essential

- A commitment to our mission and values
- Has extensive relevant transferable experience including substantial administration experience
- Proven IT skills including experience of office systems including Microsoft Windows and Office applications (Word, Excel, Power-point, and Outlook) with an aptitude to learn new skills
- Experience of using databases to input, collate, and analyse basic data including impact data
- Ability to conduct desk-based research and to summarise complex information succinctly and clearly

- Self-motivated and a problem solver, with the ability to take initiative, pick up new skills and work independently
- Excellent attention to detail and highly organised
- Numerate and able to communicate well, in writing and verbally
- Good interpersonal skills with the ability to build effective working relationships with diverse stakeholders including trustees, committee members, staff, grantees and other external partners, both in person and virtually
- An aptitude to deal with unexpected challenges, be flexible, multi-task and stay calm when under pressure

Skills and Experience – Desirable

- Experience of working for a grant-maker or charity (can be voluntary)
- Reasonable understanding of monitoring, evaluation and impact measurement
- Knowledge of Sage

Responsibilities

- Use of Excel and a grant database including data entry, creating reports, collation and analysis of impact data (training on our system will be provided)
- Shared responsibility for updating the Foundation's website including updating grant data
- Conducting desk-based research (information about new potential grantees, summaries of sector reports, etc.)
- Organising small events and roundtables for grantees, staff and trustees including overseas team travel
- General operations and senior administration for a small team including formatting and updating large documents and assisting with the financial audit (collating required information)
- Grant management-provide the team with support in the management of grants e.g. extracting data from annual reports and the Charity Commission website, ensuring compliance with reporting requirements, drafting letters etc.
- Providing support to enable the Foundation to monitor its impact and the impact of its grantees including basic data analysis, creating infographics and graphs, case studies etc.

How to Apply

Please submit a covering letter of no more than 2 pages and a CV outlining your relevant experience and skills as outlined above ('Skills and Experience' and 'Responsibilities') by 2nd May 2023 to admin@sebbafoundation.org.

If longlisted, you will be asked to complete some short tasks relevant to the role (1 hour online) on 10th or 11th May. Interviews will take place in person in Kings Cross, London on **Monday 15th May between 1pm-5pm**.