

Grants Assistant (Graduate Apprentice)

Hours: Full time.

Location: Hybrid working with at least 2 days per week in the Trust's office in Dunfermline.

Salary: £21,840*

Reports to: Grants Officer

Timeline

Closing date to apply: 26 July

Interviews: w/c 5 August

Start date with Carnegie Trust: 2 September

On campus induction: 6 September

Teaching begins: w/c 9 September

Role overview

As a member of the Trust's small staff team, the Grants Assistant will support the effective delivery of the Trust's grant funding programmes and provide wider support across the Trust's operations.

This is an exciting opportunity for a person who is looking to make their first step into a career in grant management, research administration or business management within the charity, public or higher education sector.

The postholder will not only work to support the Trust's activities, but will spend one day per week studying at Heriot-Watt University on the Graduate Apprenticeship programme, working towards an MA (Hons) in Business Management.

Key duties and responsibilities

- Process grant applications from academic researchers and students, checking eligibility against the eligibility criteria for each scheme and maintaining and updating records in the Trust's grant management system (Salesforce CRM).
- Respond to queries from potential applicants, applicants, reviewers, grant recipients, university support services regarding grant schemes, referring complex queries to more senior colleagues.
- Assist with the assessment process of research grant applications by sending out peer review requests, helping with the search for peer reviewers, and keeping track of responses.
- Check grant invoices and update Salesforce records, check end of grant expenditure reports and liaise with the Trust's Business Manager and external accounting team for payment
- Maintain information on grant schemes and awards, ensuring accurate records are kept and use information on graduation data, completion rates and outcomes to inform performance reports and continuous improvement.
- Contribute to the development of the Trust's Alumni Network by researching past recipients and maintaining data base of contacts.

*The Trust is currently undertaking a review of its Pay Policy. The advertised salary is the minimum that the successful candidate can expect to receive.

- Manage the Trust’s web pages and social media accounts, generating content in relation to funding schemes and grants outcomes.
- Contribute to the development and organisation of events for students, researchers and alumni
- Undertake project and administrative work as appropriate to support the Trust’s wider operations and development, providing support to the small staff team.
- Commit to Heriot-Watt’s Graduate Apprenticeship Programme.

Role requirements

Knowledge, skills and experience

- Interest to develop a career in grant management, research administration or business management.
- Ability to communicate clearly and appropriately with a range of people at all levels.
- Strong organisational skills with the ability to prioritise workloads.
- Ability to work under pressure towards tight deadlines.
- Capable of working as part of a small team with flexibility to adapt to changing business needs.
- Strong IT skills including high level of proficiency in MS Office (Word, Excel, Outlook, Powerpoint). Training on MS Teams, Sharepoint and Salesforce will be provided.
- Interest in social media communication and practices.
- Interest in charitable grant-making and the values of the Trust.

Eligibility for Graduate Apprenticeship

To secure a place on the Graduate Apprenticeship (Business Management) programme, the successful candidate must be:

- Educated to at least SCQF Level 6 with one of the following (SQA Highers at BBBB, A-levels at BBC, International Baccalaureate 29 points, SQA HNC in a relevant subject (or a suitable Modern Apprenticeship) with B in the graded unit.
- Eligible for fee support from the Student Awards Agency for Scotland (SAAS) by being at least 16 years of age, living (ordinary resident) and working, or eligible to work, in Scotland and; have settled status and have lived in the UK for 3 years before the start of the course (September 2024).

About the Carnegie Trust for the Universities of Scotland

The Carnegie Trust is a registered charity (SC015600) founded by Scots American millionaire Andrew Carnegie in 1901. We provide grants and scholarships to researchers and students in the Scottish universities and undertake activities which advance the Trust’s purpose in relation to promoting equal access to, and excellence in, higher education in Scotland.

The Trust is managed by a small team of permanent staff members (currently 3 individuals) with a new CEO starting in August 2024 and governed by a Board of Trustees.

Our office is located in Dunfermline at Andrew Carnegie House which sits on the edge of Pittencrieff Park, gifted by Andrew Carnegie to his hometown in 1903. There is free parking on-site, and the office is located close to the train station (Dunfermline City), bus station and town centre.