**Grant Admin**

**Household Support Fund**

**Hours:** 36 hours per week (job share considered)

**Location:** Remote

**Contract type:** Fixed-term until end of March 2025 with possible extension

**Salary:** £23,793.12pa (pro rata)

**Closing date:** Monday 18th November 2024 at 9am

**Interview date:** TBC

**Job description:** We are looking for a compassionate and detail-oriented Grant Administrator to support our project, assisting clients from all over West Sussex in alleviating the risk of fuel poverty by accessing essential resources and holistic support services.

The Grant Administrator will be responsible for processing applications for the Household Support Fund, providing comprehensive support to clients, and facilitating referrals to additional services within our organization. This role requires excellent communication skills, empathy, and a strong understanding of community resources.

Full training can be provided but some experience in administration, energy or benefits advice is preferred. The right candidate will be confident in writing up client notes in a factual, clear and non-judgemental way, and be confident to work as a part of the team.

**Essential:**

* Able to work unsupervised
* Able to meet targets and reach deadlines
* Attention to detail
* Good IT skills
* Good communication skills
* Motivated to make a difference in people's lives

Although an admin background is preferred, full training can be provided.

For general enquiries about the role, please email [jobs@arunchichestercab.org.uk](mailto:jobs@arunchichestercab.org.uk) or visit <https://arunchichestercab.org.uk/news/paid-vacancies/> to download an application pack.