



GRANTS TEAM ADMINISTRATOR

Candidate Pack
September 2024



About CST



CST is the charity that protects British Jews from terrorism and antisemitism. It exists to ensure that Jewish people across the UK can lead the lives of their choice.

Widely recognised by police and government as a unique model of best practice, CST's research regularly informs public policy, helps to safeguard wider British society, and supports victims of antisemitism.

CST gained charitable status in 1994, though its origins lie in many decades of Jewish self-defence – both before and after World War Two. CST does not charge for any of its services and is almost entirely dependent on charitable donations to cover its costs.

Across the UK, 2,000 dedicated volunteers and over 100 members staff power CST's mission.

CST's mission



CST's mission is to protect our UK Jewish community from antisemitism in both physical (primarily terrorism) and political forms. This is what every member of CST's team does, whether staff, volunteers or trustees. We do it to facilitate British Jewish life, so it can be led as people wish.

Everything that CST does should contribute to protecting our community and fighting antisemitism. Every staff role and every department exist so that CST can best fulfil its mission. Together We Protect is not just a slogan, it is the reality of what we aim to do.

We do our utmost, individually and collectively, in pursuit of CST's mission. We should ask: *"What did I do today to protect our Jewish community, how can I do it better?"*. *"What did I do today to support CST colleagues, how can we work better together?"*.

Every British Jew benefits from CST's work and service, either directly or indirectly. This is the protection we give to schools, shuls, communal organisations and events, or the work we do against terrorism and antisemitism.

We strive to work in partnership with all British Jews, regardless of religious or political affiliation, together in common cause. We can only ever be as strong as our community enables us to be. This is the other meaning of Together We Protect, it is the mutual dependency between CST and our Jewish community (or communities).

Job description



Job title	Grants Team Administrator	Salary	£28k - £30k DOE
Contract	Full time	Location	NW London

Job purpose

The Grants Team Administrator will be working within the Grants Team which forms part of the wider Finance and Administration team. Your primary focus will be to process claims from the Government Jewish Community Protective Security Grant on behalf of Jewish schools, communal locations, synagogues, and youth movement residential camps across the country.

The role requires the job holder to have experience of working with figures and budgets with excellent attention to detail and to ensure all work is delivered in a timely manner and maintained to our agreed high service levels.

Areas of responsibility



Your key responsibilities for this role are as follows:

- Processing monthly claims and chasing outstanding paperwork.
- Supporting locations with budgeting and claiming grant funds.
- Keeping track of data and providing reports to Government Grant Manager.
- Working as a supportive member of the team.
- Liaising with guarding companies to monitor payments.
- Collaborate with other CST departments to ensure best outcome.
- Working with Grant Team Analyst on budgeting and calculations.
- Dealing with telephone enquiries and emails.
- Auditing team claims.

Personal profile

You must be a team player, and have:

- Experience of working with finance and budgets.
- Microsoft Excel and Dynamics skills preferable, however training will be provided.
- Excellent attention to detail.
- Team orientated and strong team player.
- Good communication skills with a natural ability to build strong relationships.
- Great problem-solving skills with a persistence to see issues resolved.
- Superb organiser with a professional and mature manner.
- Customer orientated and understands the urgency of replying in a timely fashion.

How to apply



Closing date	27 September 2024*
	Please note that the hiring process may close ahead of the posted deadline if a suitable candidate is found.

Applicants are invited to submit their CV together with covering letter to careers@cst.org.uk, with 'Grants Team Administrator as the subject header.

There is a two-stage interview process:

First round interviews: Week commencing 30 September 2024.

Second round interviews: Week commencing 7 October 2024.