

Careers



Grants Team Leader

Maternity cover, full time, based in London

CST is offering a fantastic opportunity for a highly motivated individual to oversee, organise and co-ordinate the work of the Grant Administration team ('The Team').

Duties include:

- To guide The Team for ongoing training and development
- To work closely with, and maintain a liaison with, other departments
- To provide support to the Director of Finance & Administration
- To allocate the work of The Team evenly and responsibly across team members
- To be responsible for The Grant budgets and to report on the monthly variance to the DFA
- To be responsible for all reporting requirements of The Grant
- To produce a timetable and work within it to provide reports to the DFA
- To plan, develop and implement a review and improvement of the reporting tools used

The ideal candidate should have:

- Good administrative and organisational skills
- Attention to detail and problem solving skills
- Excellent communication skills with a natural ability to build strong relationships
- A creative mind with an ability to suggest improvements
- Strong people manager who can lead and inspire a team
- Exceptional problem solving skills with a persistence to see issues resolved
- Proactive and results orientated with the determination to see projects through

Applicants are invited to submit their CV together with covering letter to careers@cst.org.uk, writing '**Grants Team Leader**' in the subject heading.

Closing date for applications: 3 November 2017, but may close earlier if a suitable candidate is found.