



Project Coordinator, Grants Projects

At Beatson Cancer Charity we support and enhance the treatment, care and wellbeing of current, former and future cancer patients and their families. We work in partnership with the NHS, The Beatson West of Scotland Cancer Centre and all related facilities. We also offer the wider community a unique opportunity to contribute to the fight against cancer in the broadest possible sense.

We are currently seeking a Project Coordinator to join the expanding grants section of our Finance team. The successful candidate will play a pivotal role in the coordination and delivery of charity grants projects. These projects can range from the purchase of medical equipment to room upgrades, as well as providing items which enhance the experience of patients and families.

Salary: £25,000 - £28,000 per annum (depending on experience)
Reporting to: Finance Manager
Contract: Full-time, 2-years Fixed Term Contract
Hours: 35 hours per week, Monday to Friday 9am to 5pm
Holidays: 40 days per annum (inclusive of Public Holidays)
Pension: 7% employer and 3% employee contribution

Key Responsibilities

Project Management:

- Responsible for coordinating the planning, implementation, and monitoring of charity grant projects from start to finish, ensuring that deliverables are met within deadlines and on budget.
- Assist in the development of a system and processes to facilitate robust project management, allowing for tracking and reporting of open grants to their conclusion.

Procurement:

- Facilitate the timely purchase of goods and services related to grant projects.

Grant Reporting:

- Responsible for preparing and submitting timely progress reports, including monthly project status information to the management team.

Budget Monitoring:

- Work alongside the finance team to ensure ongoing financial oversight of grants, tracking expenditure against allocated funds and identifying any issues or risks.

Compliance & Documentation:

- Assist with ensuring that all grant-funded activities adhere to the terms and conditions outlined in grant award letters.

Evaluation & Impact Measurement:

- Support the Grants Officer with the collection and analysis of project data to assess the impact of grants.

Risk Management:

- Identify and escalate potential risks to the project's success, working closely with senior management to mitigate these risks in a timely manner.

Administrative Support:

- Provide day-to-day administrative support to the Grants team.
- Assist with daily monitoring of the Funding email inbox.
- Have a broad understanding of the grant awards process within the charity.

Essential Candidate Criteria

- Demonstrable experience of budget management.
- Excellent numeracy skills.
- Well organised with the ability to plan, prioritise and manage own workload.
- Ability to meet tight deadlines.
- Excellent oral and written communication skills.
- Proven ability to communicate effectively with a range of stakeholders.
- The ability to use initiative whilst working with confidentiality and integrity.
- Understanding of General Data Protection Regulations (GDPR) compliance requirements.
- Strong IT skills, including Excel, Word and CRM databases to record and process data.

Desirable Candidate Criteria

- Demonstrable experience of Project Co-ordination.
- Experience of Project Management systems and processes.
- Understanding and experience of the process of grant making.
- A commitment to continuous process improvement.
- Knowledge and experience of working in a charitable environment.

Closing Date: Sunday 26 January 2025

Interview Date: Thursday 6 or Friday 7 February 2025

To apply please send a cover letter and CV to recruitment@beatsoncancercharity.org

Beatson Cancer Charity is an Equal Opportunities employer and is committed to employing a wide range of employees who are reflective of the diverse community that we support.

www.beatsoncancercharity.org