

## Prisoners' Education Trust

### Job Description

Job Title	<b>Grant Programme Administrator (6 month fixed term)</b>
Salary	<b>£24,600</b>
Responsible to	<b>Grants Programme Manager</b>
Hours	<b>Full time (35 hours per week). This role may require some travel with early starts and late finishes.</b>
Location	<b>The Foundry, Vauxhall, London</b>

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At Prisoners' Education Trust (PET) we believe that education has the power to transform lives. Working in every prison in England and Wales, we provide funding for nearly 2,000 courses a year, at levels and in subjects that would otherwise be unavailable. Our policy and research work help us to understand the need for and impact of education through distance learning, as we work to raise our profile and improve provision in every prison. From our foundation in 1989, we have grown to a staff team of more than 20 between London and Cardiff, as well as thriving networks of academics, fellow practitioners and alumni/ex-prisoners.

#### **Purpose of the post**

This post forms an essential part of the Access to Learning team, providing the administration for the grants programme which enables PET to offer distance learning grants to prisoners, and advice and information to prisoners, prison staff, course suppliers and other key partners. Building and maintaining relationships with course suppliers and prison staff will be a focus of this role, as will taking an active role in evaluating the programmes activities. The post holder will work closely and report to the Grants Programme Manager.

#### **Responsibilities:**

##### **Grants programme**

- Enter applications onto the PET database (Salesforce), log appropriately and in line with current processes.
- Work with the team to support the transfer of the current paper based process to a digital system.
- Resolve queries about the application process.
- Collate information for applications and resolve issues.
- Issue decision letters to prison staff and prisoners.
- Order courses for prisoners.
- Resolve follow up queries from course suppliers and prison staff.
- Reply to correspondence from prisoners and prison staff and resolve issues raised regarding grants or courses.
- Promote distance learning at prison run event as required.
- Answer phone calls and refer callers appropriately.

- File and record all correspondence in line with General Data Protection Regulations (GDPR).
- Manage post in and out of organisation.
- Assist the team in maintaining an effective filing system.
- Assist with the preparation and mailing of communications to prisoners and prison staff.
- Prepare for payment invoices relating to the grant applications
- Work in collaboration with the Grants Team to maintain the course and supplier information held on PET's database.
- Support the Advice Manager with administration as required.
- Ensuring that the office is appropriately stocked with stationery and necessary consumables.
- Assist the Office Manager with the management of the office equipment.

#### Data collection and evaluation.

- Prepare and mail monitoring forms to prisoners and prisons
- Collect and process completion data from course suppliers
- Follow up and resolve issues raised in monitoring returns, escalate to Grants Manager where necessary
- Data entry in line with GDPR
- Compile a monthly programme report
- Assist the team collect, collate and evaluate the programmes activities

#### Other tasks in support of PET as required.

#### Person specification

##### Essential

- Experience of providing administrative support.
- Excellent attention to detail.
- Good organisational skills; able to manage multiple tasks and meet deadlines.
- Strong IT skills, including competence in using MS Office and Salesforce.
- An enthusiasm for PET's mission and vision, and committed to a prison learner focussed approach
- Flexible, proactive and able to work cooperatively as part of a small team.
- Strong communication and interpersonal skills for dealing with internal and external stakeholders; communicate effectively both verbally and in writing.

##### Desirable

- An interest in or experience of working with prisoners or other vulnerable adults.
- Knowledge / experience of charities.

#### Outline terms and conditions of employment

- Full time (35 hours per week).
- Fixed term 6 month contract (Probationary period: 2 months)
- Holidays: 25 days a year pro-rata plus statutory bank holidays.
- A 5% contribution towards a Group Personal Pension Scheme is offered after three months of employment (which is then backdated). In order to qualify for this an employee must be an active member of the pension scheme making a minimum 2% employee pension contribution.
- PET has an Equal Opportunities policy which all staff are expected to follow.
- PET policy will require the holder of this post to undergo a DBS check should their job activities require unsupervised contact with vulnerable adults and/or young people.

## To make an application

To apply, send a **CV and a letter of application** explaining your interest in this post and how you meet the points in the person specification above. Please also give details of two referees and kindly complete the equal opportunities monitoring form attached.

**Applications by email are preferred**, but hard copy will also be accepted. Applications should be sent to [suzan@prisonerseducation.org.uk](mailto:suzan@prisonerseducation.org.uk)

If you would like to have an informal and confidential discussion about the role or about the process please contact the Grants Programme Manager  
[suzan@prisonerseducation.org.uk](mailto:suzan@prisonerseducation.org.uk)

We welcome applications from candidates with a variety of backgrounds, including those with lived experience of the prison system.

Closing date: **Thursday 12<sup>th</sup> September 2019 Midday**  
Interviews: **Wednesday 18<sup>th</sup> September**

For more information about PET please visit our website [www.prisonerseducation.org.uk](http://www.prisonerseducation.org.uk)