

St. Johns Trust Company (PVT) Ltd. Suite 539, 48 Par-La-Ville Road, Hamilton HM11, Phone 3332405 is looking for experienced graduates to join a team reviewing and processing charitable grants for scholarships and medical research.

PROGRAM DIRECTOR

Summary of job:

To implement, direct, maintain and co-ordinate the Foundation's grant program encompassing scholarships and medical research grants. The Program Director will be expected to build, direct and manage a team of staff and to become personally involved in every facet of the grant program. The role will include liaising with a supervisory board, representing the Foundation at academic institutions and building personal relationships with a variety of stakeholders such as volunteers, students, high-schools, parents, research scientists, doctors and academics.

Main responsibilities:

Implementing and directing the grant application process and ongoing monitoring of grants, recipients and alumni;

Actively managing a team which collates and processes grant applications using specialized software;

Liaising with and reporting to a supervisory board;

Making presentations at Foundation events and attending Foundation events;

Learning to use and being prepared to assist team members with use of specialised grant software (training will be given);

Drafting and publishing web-based and social media communications

Creating, maintaining and reviewing internal guides on data processing and management, grant award guidelines and reporting guidelines.

Creating, maintaining and reviewing internal employment documentation and manuals.

Requirements

A first university degree and post-graduate qualification.

A high level of IT skills (Microsoft Office suite, and ability to use databases essential).

Flexibility to travel abroad, mostly to the US, including periods of several weeks away during the window for scholarship processing and interviewing.

Ability to work long hours, particularly during the window for scholarship processing and interviewing.

Strong attention to detail.

Ability to build a team.

Ability work under instruction from the board of trustees, as part of a team and on own initiative.

Organised and self-motivated with strong administrative skills.

Ability to interact with a wide range of people including research scientists, medical professionals, university administrators and university professors.

GRANT CO-ORDINATOR

Summary of job:

To process applications submitted for scholarships and medical research grants from initial contact through to award of grants, including monitoring of subsisting awards.

Main responsibilities:

Responsibility for all matters relating to grants, including:

Working as part of a team to collate and process grant applications using specialized software;

Maintaining the database records of applicants and awards;

Assisting with arranging interviews for grant applicants;

Assisting with organising and running events;

Assisting the program director with all other aspects of grant applications.

Person Specification:

A first university degree and preferably a further graduate qualification.

A high level of IT skills (Microsoft Office suite, and ability to use databases essential).

Flexibility to travel abroad, mostly to the US, including periods of several weeks away during the window for scholarship processing and interviewing.

Ability to work long hours, particularly during the window for scholarship processing and interviewing.

Strong attention to detail.

Ability to work under instruction, as part of a team, and on own initiative.

Organised and self-motivated with strong administrative skills.

Closing date for Applications for both positions is 1 June 2018. Please apply with a CV in writing to stjohns@northrock.bm.