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JOB TITLE

Application and Grants Manager

ABOUT QEST

QEST, the Queen Elizabeth Scholarship Trust, transforms the careers of talented and aspiring craftspeople by funding their training and education at pivotal moments in their craft journeys to excellence. Founded by the Royal Warrant Holders Association in 1990, the charity has awarded £6.5 million to almost 800 makers working across the UK in a broad range of traditional and contemporary craft skills.

Regularly receiving over 400 applications for its Scholarship, Emerging Maker and Apprenticeship Programmes, QEST awards around 60 grants per year, some £500,000.

Explore the directory of makers: www.qest.org.uk/directory

In addition to financial support, QEST provides Scholars with business skills training through its partnership with Cockpit.

Partnerships are key to QEST's development, enabling the charity to broaden its impact and develop a diverse pipeline of creative and craft talent, strengthening the UK's craft sector.

In November 2022 we launched a partnership with the National Saturday Club to create Craft&Making Clubs for 13–16-year-olds across the UK, many from disadvantaged and under-represented communities. In Autumn 2023, we launched two further programmes and charity partnerships; *Know-How Craft Studio* with Intoart– a pioneering visual arts organisation for people with learning disabilities; and *Making the Future* with Education and Employers, raising awareness of the opportunities to study and work in craft and making amongst secondary school children, teachers and parents.

MAIN PURPOSE OF THE ROLE

This is an opportunity for a professional, proactive and motivated individual, with meticulous attention to detail, to work within a small team (7) at an exciting time in QEST's evolution.

The Application and Grants Manager's primary responsibility is to administer and manage the application process for the twice-yearly Scholarship, Emerging Maker and Apprenticeship Grant Programmes.

This is an office-based role.

KEY TASKS AND RESPONSIBILITIES

The role will include (but not limited to):

- Managing and administering the application process for Scholarships, Emerging Makers and Apprenticeships; processing applications and coordinating with the 30 skills advisors for on-line assessments and in-person interviews.
- Liaising with applicants throughout the process, providing guidance and advice on their applications and working with the Programmes Assistant to respond to enquiries via email/phone.
- Liaising with successful applicants, ensuring completion of Finance Plans, Terms and Conditions; and on-boarding to the Cockpit Professional Development Programme.
- Managing the online assessment process in Salesforce and Formassembly, liaising with CRM developers where necessary.
- Maintaining accurate records and data on Salesforce, including managing dashboards, and reporting and analysing data as required for monitoring purposes
- Working with the Communications Manager to ensure that the grant/programme information and guidelines are up to date; and ensuring that the programmes are promoted to a diverse pool of potential applicants.
- Regularly reviewing and improving the application process; and of grant monitoring, contributing to impact reporting for the charity and for its donors.
- Supporting QEST in its commitment to achieving greater Diversity, Equity, and Inclusion by monitoring and reporting on application data.

PERSON SPECIFICATION

Skills, Attributes and Experience

- Previous experience in a similar role - ideally within an arts/craft/education environment
- Significant database experience (Salesforce desirable), highly computer literate, with strong Excel and MS Office skills.
- Organised and methodical, with meticulous attention to detail

- Excellent written and oral communication skills, able to liaise with a wide range of individuals - applicants, alumni, trustees, skills assessors
- Ability to work effectively within a small team, as well as independently
- Self-motivated with a pro-active, can-do attitude and ability to use initiative

CONDITIONS OF EMPLOYMENT

Role: Application and Grants Manager
Salary: £36,000 - 25 days' holiday, 35-hour week, pension, sick pay
Location: London, Victoria, SW1 (office-based)

Equity, Diversity and Inclusion statement

QEST believes that diversity of all kinds enriches its mission to support and champion excellence in craft and making. It is committed to achieving greater equity, diversity and inclusivity (EDI) across the organisation; its wider network and amongst those it supports and the wider craft industry. **QEST's Equity, Diversity and Inclusion statement can be seen [here](#)**

Safeguarding

We are committed to ensuring the safety and wellbeing of everyone involved in our organisation and the work we do. We believe that everyone, especially children, young people, and anyone in vulnerable circumstances, has the right to be kept safe from harm, abuse, and exploitation. All staff all required to adhere to our safeguarding policy and code of conduct, this role may be subject to a criminal record check and professional references will be requested.

HOW TO APPLY

Please include a CV and supporting statement, ensuring that you align your supporting statement with the job description and person specification.

We have provided this information online so that it is as accessible as possible. However, if you need this information in a different format, please email info@qest.org.uk

We particularly welcome applications from candidates who consider themselves under-represented in the arts, crafts or education sectors.

Please submit your CV and supporting statement by 5pm on **Monday, 18 March** to jobs@qest.org.uk

We prefer applications to be emailed but if you wish to submit a paper application, please send to Louise Rains at QEST, 1 Buckingham Place, London SW1E 6HR.

Interviews, preferably in-person, will take place on **Friday, 22 March**.

Please note that you will only be contacted if you are invited for interview.