

Job title	Grant and project co-ordinator
Department	Business Services
Line Manager	Director of Finance & People
Salary	Competitive salary based on experience and skills
Working hours	Part time (0.5 wte) with opportunity to flex hours according to circumstances There will be an opportunity to work flexibly from home and from the office in Exeter. The successful applicant will be expected to work regularly in the Exeter office.
Closing Date	This vacancy closes at 9am on Friday 19th August.
How to apply	Please visit braininhand.co.uk/careers/ for instructions.
Company Information	<p>Brain in Hand (BiH) is a digital health company at the forefront of applying technology to mental health support. We develop and market a support solution that increases independence for users and delivers efficiencies for the organisations who support them. Grounded in best clinical practice and research evidence, the system is proven to improve quality of life and reduce anxiety. It is aimed at autistic people and people with anxiety-based, mental health difficulties, with longer term potential to be adapted for other conditions, such as early stage dementia. We see a future that puts people in control of their own lives, with a combination of Brain in Hand's technology and on-demand human support. We aspire to be available to 10% of all autistic people.</p> <p>We sell into four sectors: education, social care, health and workplace support. The higher education sector is well established, assessed and funded through Disabled Student's Allowance and accounts for over two thirds of revenue with students in nearly all universities using Brain in Hand. In social care, we have contracts with 30% of English local authorities and a rapidly growing profile resulting from a strategic partnership with Association of Directors of Adult Social Services. We have built a strong foundation in the NHS by securing £1m of grant support from NHS England and a place on the prestigious innovation accelerator fellowship. We have 5 NHS contracts. Workplace support is our newest sector and showing very strong signs of growth in 2022 with 100% increase on previous year.</p> <p>We are making major investments into our product and commercial team to support our scaling ambitions. By 2025, we aim to be serving 25,000 users annually and we will be well placed to rapidly grow the business internationally and diversify to support other conditions.</p> <p>We are also growing our finance, people and business support team, which is where this new role will sit.</p> <p>As a values-driven business, it is important that you share our passion for improving the lives of vulnerable people and transforming the way that services empower people to live more independently.</p>
Job Purpose	<p>This role is responsible for ensuring the effective and efficient management and administration of grants awarded to the company.</p> <p>With support, you will establish and implement processes and systems for efficient and smooth grant administration, monitoring and reporting that align with the funder's requirements.</p> <p>This role will be fast paced and will provide opportunities for challenge and development. You will be part of a highly motivated, values driven team with all the necessary support to establish the role and enable BiH to deliver at scale, and importantly increasing and improving user impact and outcomes.</p>

<p>Key responsibilities within the role include but are not limited to:</p>	<p>The role</p> <p>This new role has been established primarily to ensure grants awarded to the business are expended in line with the funder’s requirements and are reported on in an accurate and timely fashion. The role will also work collaboratively with colleagues from across the business to plan and monitor project progress.</p> <p>There will be the opportunity to support the management and administration of other projects across the business as required.</p> <p>Key responsibilities and priorities in the role include:</p> <ul style="list-style-type: none"> • Being knowledgeable of funder’s requirements for grant administration, monitoring and reporting and ensuring colleagues understand these requirements • Help to develop project plans • Monitor project plans and progress • Develop and implement processes for tracking staff time spent on projects • Support with forecasting and budgeting for the project and grant • Prepare progress reports for internal and external communication • Working with finance colleagues prepare financial reports • Support with and co-ordinating external audit of grant spend • Maintain project documentation • Liaise with staff working on projects to collect information on project progress • Provide administrative support for meetings with funder including arranging and minuting meeting • Ensure deadlines are met for all reporting
<p>Essential Skills</p>	<ul style="list-style-type: none"> • Methodical approach with aptitude for accuracy, numeracy and attention to detail • Understanding of project and grant management • Excellent organisational skills • Good verbal and written communication skills • Evidence of discretion/confidentiality in handling sensitive information • Strong IT skills and experience of using excel • Self-motivated and proactive approach
<p>Desirable Skills / Experience</p>	<ul style="list-style-type: none"> • Educated to degree level or similar • Experience of grant administration • Awareness and understanding of neurodiversity, assistive technology and the potential AT/digital tools have to change lives and increase efficiency.