

Biochemical Society - Job Description for:

Job Title	Awards and Travel Grants Administrator
Reports to	Sponsorship and Grants Manager
Department	Conferences
Location	Central London

Overview

The Biochemical Society is seeking an Awards and Travel Grants Administrator to facilitate the delivery of the Society's broad portfolio of awards, grants and bursaries. The postholder will have excellent administrative and organizational skills and an exceptional eye for detail. They will be committed to excellence in customer service and have experience communicating effectively with internal and external stakeholders.

Key accountabilities

Include, but not limited to:

- Administration of grant, award and bursary processing within relevant Society systems
- Administration of key grant, award and bursary information on website and in marketing material, in partnership with related colleagues in Marketing and Communications
- Assessment of eligibility of applicants/nominees for all grants, awards and bursaries
- Grant and Award related financial administration, in partnership with the Conferences and Finance Departments
- Processing of Undergraduate Recognition Awards
- Reporting on related KPIs and statistics from society systems
- Managing stock of medals, awards and other related collateral
- Administration of Grants Committee related meetings (including collation and distribution of papers)
- Administration of Awards Committee related meetings (including collation and distribution of papers)
- Minutes writing where necessary
- As part of the Society group's administrative level, the postholder will be trained in key related systems of other Society functions in order to be able to provide administrative cross-cover if necessary. Similarly, other members of this level will be trained to provide similar cover for this position.
- To undertake any other duties as required for the efficient functioning of the Biochemical Society

Key knowledge and skills

- Excellent organizational skills and exceptional attention to detail.
- Proactive approach to problem solving.
- Strong interpersonal skills with an ability to deal confidently with internal and external contacts at varying levels of seniority.
- Excellent communication, both written and oral.
- Commitment to excellent customer service and demonstrable skill in responding to customer needs.
- Previous experience of awards or grants administration preferable but not essential.

- Experience of working in learned societies, academia, or in a grant-giving organization would be beneficial.
- Demonstrable experience of using multiple CRM and related systems. Knowledge of Salesforce and FluidReview would be beneficial but not essential.