

Grants Administrator

BACKGROUND 3cea is a non-profit, independent energy agency working primarily with clients in Carlow, Kilkenny and Wexford region. Our key focus is to increase energy awareness and promote behavioral change to accelerate 'energy transition' for the South East region of Leinster. We have a broad remit across the energy sector and work on a wide range of local, national and EU projects which require multi-disciplinary teams and skill sets.

written skills in English along with the ability to coordinate, proofread and edit reports. Willing to take initiative and multi-task and adopt a proactive approach overall. Team player who can build rapport across teams internally at 3cea and externally with relevant stakeholders.

DEADLINE FOR APPLICATION: 15th January 2021

JOB TITLE: Grants Administrator

SALARY: €28-38 | Plus Work Phone and Laptop | Business Expenses | Company pension with employer Contribution.

START DATE: January 2021

LOCATION: The beautiful grounds of St Kieran's College in the vibrant city of Kilkenny but can work remotely during Covid-19

CONTRACT TYPE: Full Time, 2-year Fixed Contract with 2-year extension option subject to performance.

WORKING HOURS: Full time – Mon to Friday. 37.5 hr standard contract. Sick Pay scheme in place.

REPORTING TO: Office Manager

PERSON SPECIFICATION

We are seeking a highly motivated individual who is passionate about climate action and wishes to join a multidisciplinary team driven to help achieve the Climate Action Plan 2030 across homes and communities in the South East Region. Role requires strong attention to detail and candidates should have a demonstrable capacity for delivering accurate work on time in a busy working environment. Should be detail oriented with the ability to quickly problem solve. Experienced in grant administration (or similar) and willing to bring a dynamic approach to the role. Will have excellent verbal and

ROLE SUMMARY

- Promote and support the uptake of grants through our digital communications channels by developing relevant and engaging content.
- Day-to-day administration and co-ordination of grants, communication management and manage the successful delivery of programmes
- Oversee the grants administration process across several programmes including One Stop Shop, Climate Action Fund and BEC.
- Act as the grant focal point for all stakeholders
- Support business development by contributing to the development and roll out of funding strategies, highlighting new opportunities supporting proposal development and reviewing and submitting proposals as necessary.
- Produce fortnightly activity summaries and disseminate to key stakeholders, providing feedback to the field team on issues for follow up.
- Produce blog posts and articles on grant projects in association with the communications team.
- Ensure efficient set-up, processing and payment of grants in conjunction with the Accounts Dept and Technical Team.

Grants Administrator

GENERAL TASKS

- Undertake other duties as necessary to meet the needs of the department and the organisation such as administrative tasks etc
- Participate in project partner webinars, tele-conference calls and Steering Group Meetings.
- Act as the main point of contact for due diligence requests and suitability reviews

QUALIFICATION AND EXPERIENCE

- Excellent IT & Communication Skills
- Demonstrated 2+ years' experience in a similar role (Administration, Communications, Business, Project Management)
- Bachelor's degree (or equivalent) or relevant experience in Grant Management or Business and Marketing
- Previous grant management experience or similar, particularly in relation to energy, data, building industry, construction et.
- Excellent communication, writing and networking skills
- Proven experience working on multi-stakeholder projects

HOW TO APPLY?

Please complete and return the Application Form available on <http://www.3cea.ie/careers> to Bill Lowe at **blowe@3cea.ie** with subject line 'Grants Administrator' telling us more about yourself, your experience/ambitions. Please also indicate your earliest available starting date.

CLOSING DATE FOR RECEIPT OF APPLICATION IS
15TH JANUARY 2021

3cea is an equal opportunities employer.