



Grants Caseworker role

River House has been making life better for people with HIV since 1988. Our main focus is on supporting people as they grow into older age, particularly with issues such as isolation, loneliness, poverty, home and housing.

Activities and Tasks of this role:

- This role is all about providing a friendly and professional small grants casework service – through COVID-19 restrictions and beyond.
- See task list attached.
- Responsible to River House director.

Skills we are looking for:

- Empathy and friendly social skills
- Very good standard of written and spoken English
- Confident in using the internet, basic research on grant foundation and shopping websites, as well as word processing software
- Trustworthy, patience, plus an understanding of confidentiality

Time Commitment:

- Three hours per week – initially from home, this may be open to change at a later date if you prefer to work at River House.
- Duration – at least 6 months please.

Expenses:

- We reimburse mileage at 40p per mile, or pay public transport fares. A copy of our policy can be provided as part of your induction.

Benefits for you:

- Training opportunities (see below).
- Become part of a small, close knit charity that really makes a difference to our members' lives.
- Engagement with your wider community – plus we are a very diverse little organisation.
- Get extra experience for your CV (if that's what you're looking for)
- Lunch provided when working at River House.

Training & Support:

- Turn 2 Us run occasional training on welfare benefits and their grants database – we will offer these as they become available.
- Basic First Aid training (not mandatory).
- Additional ad-hoc opportunities.
- Regular support and supervision – including peer-group support and discussion.

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Disclosure & Barring Scheme (DBS)

- Is not required for this role.

Task list

- Familiarise yourself with <https://grants-search.turn2us.org.uk/>
- Interview RH members referred to you and collect information (Needs, Income, Expenditure, Employment history etc.) from them.
- If their benefits or other income seems low – discuss with Raj as they may be entitled to more.
- Search online and through our in-house list for small-grant funders that might be a good match for the individual and their needs.
- Gather additional information as required by each funders' application process.
- Submit applications.
- Liaise with RH staff about online ordering or payment of grants for successful applications.