



ADH Grants Assistant Role Description

Role Title:	ADH Grants Assistant	Reports to:	ADH Treasurer
Organisation:	The Association of Dress Historians (ADH)	Manages:	N/A
Purpose of Role:			
The ADH Grants Assistant will support the ADH Treasurer in processing applications for operational funding.			
Role Expectations:			
<p>As the ADH Grants Assistant you must:</p> <ul style="list-style-type: none"> • Administer online and paper applications for operational funding • Ensure all grant applications are supported by relevant documentation • Assess applications according to specific criteria • Deal with any queries relating to applications • Handle sensitive data appropriately and in accordance with data protection legislation • Manage end-to-end application process <p>Desirable skills:</p> <ul style="list-style-type: none"> • Excellent attention to detail • Excellent written and communication skills • Ability to review documentation quickly and accurately • Good organisational and administrative skills • Demonstrable interest in the field of dress and textile history • Ability to use Microsoft Office package <p>Desirable competencies:</p> <ul style="list-style-type: none"> • Ability to manage expectations and workloads • Ability to work independently and as part of a team • Ability to promote a fair, open, diverse and inclusive organisational culture 			

Type and Length of role

- This role is a two-year tenure.
- This role is subject to a three month review period to ensure that both role holder and organisation are happy with performance.
- The role holder will need to devote required time to position and organisation (this will be discussed with successful applicant prior to acceptance of role).

To apply, please send a CV and brief covering letter (maximum 200 words) detailing how you meet role expectations, skills, and competencies to:
treasurer@dresshistorians.org