



## ADH Grants Assistant Role Description

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

**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).

The role will remain open until filled.

To apply, please send a note of interest (maximum 200 words) which includes candidate's background, dress history interests, and suitability to the post. Send simultaneously to both:

Dr. Laura Pérez Hernández  
ADH Deputy Treasurer  
laura.hernandez@dresshistorians.org

Dr. Vicki Karaminas  
ADH Trustee  
vicki.karaminas@dresshistorians.org