



THE NATIONAL TRUST  
OF TRINIDAD AND TOBAGO

# THE NATIONAL TRUST OF TRINIDAD & TOBAGO

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**JOB TITLE: Grants Officer**

**Classification: Full-Time**

**Department: Heritage Preservation and Research**

**Deadline: September 5<sup>th</sup> 2022**

## **JOB SUMMARY:**

The Grant Officer reports to the Senior Heritage Preservation and Research Officer and will be responsible for assisting with general administration of the US Ambassador's Fund Grant and other grants. The role is critical to the successful completion and long-term visibility and sustainability of the Ambassador's Fund for Cultural Preservation grant-funded 2-year project Resilient Heritage Trinidad and Tobago.

Critical responsibility would be building the National Trust brand by assisting with communicating and reporting on the Project's execution plan to the US Embassy, and assisting with the upcoming conference, and coordinating with the partner institute, the University of Florida and other relevant stakeholders to ensure that all tasks are executed on time and reported in full, according to the terms and conditions of the Grant contract.

## **KEY ACCOUNTABILITIES:**

- **Reporting:**

Prepare complete reports as required by the performance contract to meet the deadlines as specified therein and the standards of reporting as agreed with the Trust and the Grantor.

- **Grant Administration Co-ordination:**

Ensure that all financial documents are completed accurately and on time with all required approvals, to submit grant tranche applications.

- **Stakeholder Management:**

Organise all partnerships, projects and sponsorship meetings, communication and activity reporting to promote heritage preservation and support the execution of the Project, with identified stakeholders and other special interest groups. This includes:

- Working within the Trust with the HPRO and Outreach & Education units, and Facilities Department to execute activities that support the Project and as well as liaising with external parties across the private, public and international sectors to support execution of the Project.
- Maintaining and strengthening relationships with existing and new business partners and stakeholders identified by the Project.
- Preparing and submitting papers and presentations, including tables and figures on the project.
- Conducting literature searches on project-related topics and maintaining references.

- **Conference Assistance:**

Liaise with conference delegates, complete tasks to support the execution and reporting of the conference and support the coordination of conference activities leading up to the conference. This includes:

- Organizing and scheduling appointments.
- Coordinating and scheduling meetings, and appointments for supervisor.
- Planning meetings and taking detailed minutes.
- Retrieving information as requested from records, email, minutes, and other related documents.
- Preparing written summaries of data when needed.
- Writing and distributing email, correspondence memos, letters, faxes and forms
- Assisting in the preparation of regularly scheduled reports
- Developing and maintaining a filing system.
- Maintaining contact lists.
- Responding to and resolving questions and administrative inquiries.
- Maintaining a system for recording expenses
- Performing other related duties as assigned.

- **Media Management:**

Assist with the development and execution of a communication strategy to increase public awareness of the Project and its participating lead partners and the National Trust according to the parameters defined in the performance contract. Activities would include:

- Assisting with the execution of the Public Awareness Plan of the Project
- Assisting with executing the Project Plan and executing, making recommendations and reporting against it on a monthly basis.
- Assisting with defining an annual news agenda cycle with an approved Image Agenda Plan, Spokespersons Matrix and Key Messages Document.
- Collating and reporting monthly on media (social and traditional) coverage and tone regarding the Project.
- Coordinating all publicity for the National Trust including media relations - press releases, press conferences, media interviews and other promotions and in partnership with the relevant stakeholders.
- Maintaining an up-to-date media, stakeholder and organisational mailing list.

- Assisting with initiatives to communicate and promote the role and objectives of the Project and the National Trust to the Ministry of Planning agencies, tourism and community development sectors.
- **Social Media:**
  - Assist with reporting on the National Trust's social media platforms and any posts related to the Project on general social media platforms.
  - Liaise with academic/research institutions, NGOs as well as State and non-State entities for communication purposes.

### **QUALIFICATIONS AND EXPERIENCE:**

- Degree in Business Development, Public Relations, Mass Communications and/or Marketing, Project Management.
- Certification in Arts, Culture and/or Heritage studies would be an asset.
- Experience managing reports and coordinating conferences for international multilateral agencies.
- A Minimum of 8 years' experience in public relations, fund raising, business development, project management or marketing with a track record of producing results.
- Project management experience, particularly with large scale projects
- Data management experience, familiarity with data systems and business processes

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of the Public Sector, skilled in media relations, communications and marketing
- General knowledge of national policies on heritage, climate change or sea level rise along with familiarity with cultural and natural heritage sites.
- Excellent writing and presentation skills
- Ability to work as both a member of a multi-disciplinary team or independently
- Proficient in Microsoft Suite, design, website and social media software
- Excellent communication & interpersonal skills
- Problem solving, multi-tasking and prioritisation skills
- Ability to work on evenings and weekends
- Financial or business analysis skills

- Must possess a driver's permit and regular access to a vehicle
- Should be a member of the National Trust of Trinidad and Tobago
- Ability to meet strict deadlines and manage time effectively
- Ability to conduct tasks assigned with minimal supervision
- Ability to use a digital camera