
Core information

Role title:	Grant Support Coordinator	Remuneration:	£28,000 - £32,000
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Working hours:	Full-Time	Start Date:	Flexible
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Reports to:	Grant Manager	Location:	London, E8 4QS
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Position and Our Company

ALP Technologies is a London and Boston based company specialised in clean energy solutions. We have won awards and grants for research and development projects for technologies to benefit lower income countries. Our company is designing, prototyping, and testing a state-of-the-art Li-ion battery storage system (M-BRIC) that is the smartest and lowest cost in the world for 2 billion people to access renewable energy.

Click [here](#) to see more about the Mega-BRIC.

Click [here](#) to see more about our mission.

At Alp, we operate with an agile mindset and always tackle problems considering the business case and root cause. We are a small but fun young company, where everyone shares the same drive to provide electricity to rural areas in low-income countries where people need it the most. We believe that technological efforts should be made to address invested in fulfilling basic human needs first before focusing technology efforts on addressing the needs of those in developed nations. You can find us in our office in Hackney Depot, where bars and pubs are not far to enjoy some after work drinks with the team.

Our team is looking to hire a perceptive, thorough and supportive Grant Support Coordinator. The main role is to identify potential funding opportunities, facilitate communications between grant writing, engineering and financial personnel to orchestrate a smooth application process.

Successful applicants are expected to:

- Accommodating the needs of the Grant Manager in assembling and submitting grant requests, including letters, proposals, budgets, and presentations
- Track and create a calendar of grant opportunities – including deadline dates and required materials
- Aiding in researching and defining appropriate grant opportunities, funding opportunity themes, understand content and schedule deadlines
- Supporting in the completion and submitting of grant applications with attention to detail
- Assisting in the creation of the quarterly grant reporting

Ideally, you would have a background in an early stage fast growth company or can demonstrate relevant experience and ambition to manage one.

Highly organized personality trait and project management experience are a must.

We offer a competitive salary to recruit applicants who are like-minded, talented, friendly and committed to deliver diverse tasks for the team.

Requirements

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Qualifications	Preferably a bachelor's degree
Personality	<ol style="list-style-type: none">1. Highly organised, good timekeeping and record-keeping2. Willing to handle unfamiliar tasks, fast learner3. Able to coordinate with colleagues of diverse background4. Able to handle pressure, maintain productivity under stress5. Be reliable and accountable to colleagues and yourself6. Maintain good and professional relationships with colleagues
Knowledge/Skills (Essential)	<ol style="list-style-type: none">1. Maintain communication channels for the team and company2. Effective communication skills, both in writing and oral3. Keep projects progress at pace, identify and mitigate risks4. Proof-read documents, and manage archives
Knowledge/Skills (Desirable)	<ol style="list-style-type: none">1. Good knowledge in science, especially in physics2. Able to conduct academic writing3. Proficient in PowerPoint and Excel4. Proficient proof-reading

Applicants must be eligible to work in the UK.

To apply, please use our [official website](#) for more information about the company and the role.