

**Grants Officer: JOB DESCRIPTION AND PERSON SPECIFICATION**

**Job Description**

Grants Officer

Reporting to: Grants Manager

Summary of role: Responsible for all aspects of grant assessment and monitoring, primarily for the Trust’s small grants programmes and contributing to the wider development of the Trust’s grant making and related activities.

Salary £28-33,000 dependent on experience

Full-time role. Requirement for occasional travel to visit grant holders across the UK.

**Main duties**

* Contribute to managing all grant programmes within the team’s portfolio of funds
* Contribute to the creation of application, assessment, and post award management

materials, and to the development of all aspects of new funding programmes

* Undertake assessment of applications and present recommendations for decision-making
* Undertake of post award grant management, exercising judgement about where variances, changes or problems can be agreed or need further consideration or authorisation to ensure deliverables are achieved.
* With colleagues, ensure that all data held in respect to grants and grant holding organisations is well managed
* Continually review procedures and systems and recommend improvements to contribute to the team’s efficiency and effectiveness and provide a quality service to stakeholders.
* Initiate ideas and collaborate with colleagues to undertake appropriate work to promote the Fund, build relationships with a range of stakeholders and pursue ways to add value to the Fund’s grant making.
* Contribute to the Fund’s development by being alert to, and developing a good understanding of relevant issues relating to the Covenant, the voluntary sector and grant making
* Manage own workloads, and collaborate with colleagues on shared tasks and projects, to ensure milestones and targets are met.

**Person specification**

Essential

* Experience of grant making or contract management in a not for profit environment
* Ability to use judgement in analysing written and financial information
* Experience of preparing and presenting financial and written reports to colleagues and seniors
* Excellent MS Office skills (Word, Excel, Powerpoint).
* Excellent organisational and administrative skills.
* Ability to multitask, work in a dynamic environment, and to remain calm under pressure.
* Ability to deal with sensitive and/or confidential information.
* Excellent written and verbal communication skills
* Ability to work independently, as well as in a team.

Desirable

* Grant making experience for a charitable trust for foundation, or public sector grant maker
* Working knowledge of grant management systems – ideally GIFTS
* Experience of working in a charity, or other not for profit or small organisation
* Evidence of interest in and commitment to the work of the Trust

The Armed Forces Covenant Fund Trust Limited, acting as the trustee of the Armed Forces Covenant Fund (CC1177627)



**Advert: Grants Officer**

**The Armed Forces Covenant Fund is inviting applications for the position of Grants Officer to work as part of a small team. The Armed Forces Covenant Fund Trust is a new grant making charity which from 1 April 2018 has had £10 million each year to support the Armed Forces Covenant by funding projects which address specific priorities.**

The Armed Forces Covenant sets out the relationship between the nation, the government and the armed forces. It recognises that the whole nation has a moral obligation to current and former members of the armed forces and their families, and it sets out how they should expect to be treated.

The Covenant Fund has 4 broad funding themes now and in future years. They are: removing barriers to family life; extra support after service for those that need help; measures to integrate military and civilian communities and allow the armed forces community to participate as citizens; and non-core healthcare services for veterans.

The Fund has to date been managed within the Ministry of Defence but in spring 2018 it became independent with some of the current team transferring to the new arrangements. We are now recruiting additional staff and we would like to appoint a Grants Officer to start as soon as possible. The Grants Officer will primarily be responsible for assessment and monitoring of the Trust’s small grants programmes and have a supporting role on other initiatives.

This is an exciting opportunity to join a brand new charity as it establishes its position as a major funder of the armed forces sector, and continues the work begun in-house at the MOD of becoming an intelligent funder, which is committed to learning from and sharing the achievements of its grant holders and impact of its funding programme. Some previous experience of grant making would be an advantage but no previous knowledge of the armed forces charity sector is required. However, the successful candidate is likely to have an interest in, and commitment to, welfare issues and the difference that charities can make.

The Grants Officer will work as part of a small team in the Trust’s new offices not far from Victoria Station in London. The Trust is committed to being an equal opportunities employer and to providing development and training opportunities.

Salary £28-33,000 dependent on experience, 30 days’ holiday, pension, health care insurance

**How to apply:** applications should take the form of a letter (no more than two pages of A4) providing evidence of how you meet the person specification and CV – both attached to an email addressed to enquiries@covenantfund.org.uk giving the contact details for two professional referees, and how you know them. Please include ‘Grants Officer Application’ in the subject line. Shortlisted applicants will be invited to interview.

**Timetable:**

Deadline for applications 9am Tuesday 29 May

Interviews: Monday 4 and Tuesday 5 June