



**Job Description:** Grant Assessment Officer

**MAIN DUTIES/RESPONSIBILITIES**

**Job Purpose:**

The Grants Assessment Officer plays a vital role in the assessment of grant requests to the Veterans' Foundation. The role will maximise the impact and effectiveness of the Foundation's funding by ensuring we are supporting projects and activities which are closely aligned to our strategic priorities.

The key focus of the role is the assessment of applications across our existing Grant Programmes, reviewing grant monitoring and providing appropriate levels of support to grant holders during the period of funding.

The post holder will help ensure our grant application processes run efficiently and effectively, carrying out thorough desk and UK-wide field-based assessment of applications made to the foundation. They will be a key point of contact for external enquiries to the Grants Team.

**Key responsibilities:**

- Undertake full and thorough assessment of funding requests, carrying out both in person and online meetings and tasks to ensure that detailed recommendations are written-up and presented for consideration within agreed lead times as defined within the schedule of Decision Meetings.
- Work closely with the Grants Support Officer, helping to ensure that payments to current grant holders are released on a timely basis and within the context of agreed protocols and procedures.
- Carry out monitoring reviews and visits of funded projects based on reporting provided by Grant Holders.
- Assist with broader provision of information and guidance at the point of application and through attendance at funding/networking events.
- Manage relationships with our Grant holders including working with them to resolve any issues raised during the period of funding.
- Maintain relationships with our Grant Holders and stakeholders, to support them in resolving issues raised during the period of funding.
- Contribute to the Grant Team's ongoing efforts to innovate and improve processes which increase access and engagement for applicants and grant holders.
- Provide support for Decision Meetings including preparation of Salesforce reports for decision meetings where grant applications are reviewed.



- Assist in any other duties required for the efficient running of the Veterans' Foundation Grants Programme.

## PERSON SPECIFICATION FORM

<b>Department:</b> Grants Team	<b>Line Manager:</b> Head of Grants
<b>Job Title:</b> Grant Assessment Officer	<b>LOCATION:</b> Home-based (hybrid), ideally based in the Midlands, to provide reach across the UK for assessment/project visits to monitor grant progress.

THE EMPLOYEE	ESSENTIAL	DESIRABLE
<p><b>Qualifications/Experience</b></p> <p>What educational attainments must the candidate possess? What professional/technical skills and knowledge are important, and what kind of job experience should the candidate have?</p>	<ul style="list-style-type: none"> <li>• Knowledge of the Veterans' Foundation, the UK funding landscape and current challenges faced by our grant holders and the wider voluntary sector.</li> <li>• Understanding of voluntary sector legal structures (constituted groups, charities and CICs) and their good governance.</li> <li>• Good knowledge of 'Outcomes' and 'Indicators / Activities' and their role in both demonstrating and considering the impact of projects.</li> <li>• Understanding of the impact charities are seeking to make and an ability to respond</li> </ul>	<ul style="list-style-type: none"> <li>• A grant/project management qualification or relevant experience</li> <li>• Experience of providing information, advice and guidance to voluntary sector groups.</li> <li>• Managing support enquiries sensitively both face to face and via email.</li> <li>• Experienced in working to deadlines and within agreed budget.</li> </ul>

	<p>creatively to risks and opportunities they face.</p> <ul style="list-style-type: none"> <li>• Experienced in presenting and/or group facilitation both in person and online.</li> <li>• Experience of liaising with grant holders or charities.</li> <li>• Basic understanding of current GDPR.</li> <li>• Experienced and Proficient in Salesforce.</li> <li>• Confident working with Microsoft Office.</li> </ul>	
<b>Personal Skills &amp; Qualities</b>	<ul style="list-style-type: none"> <li>• Working effectively as part of a collaborative team environment, but also using your own initiative proactively</li> <li>• High emotional intelligence with excellent communication skills with a wide range of audiences and stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Skilled in questioning, giving and processing feedback and making judgements.</li> </ul>
<b>Special Aptitudes</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills</li> <li>• High attention to detail</li> <li>• Critical reading, review and strong writing skills</li> </ul>	<ul style="list-style-type: none"> <li>• Inquisitive with an ability to make good judgements and manage risk</li> </ul>
<b>Additional Information</b>	<p>The Veterans' Foundation welcomes applications from across the UK, but ideally the postholder would be based in the Midlands (England) to allow reach to our applicants and grant holders across the UK. This is a home working role and applicants will be expected to be able to confirm that they are able to work in this way (IT and any essential</p>	



	<p>equipment will be provided). The Veterans' Foundation is committed to hybrid and other forms of flexible working. Attendance at occasional team meetings or awaydays will be expected – these could be in Edinburgh, London or elsewhere in the UK. There will be a requirement for the postholder to carry out occasional project visits to consider new requests or monitor existing grant progress. Therefore travel and occasional overnight stays across the UK form a key aspect to this role. The Veterans' Foundation is committed to being an equal opportunities employer and to providing development and training opportunities.</p>
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