



THE MERCERS' COMPANY

Job title: Grants Officer

Reports to: Grants Programmes Manager

Team: Philanthropy Team

The Mercers' Company is a livery company focussed on being a philanthropic force for good. Its Philanthropy Programmes covers three main areas: Older People and Housing; Church and Communities; and Young People and Education.

Job Purpose

The Grants Officer will support the Grants Programme Managers in the Philanthropy Team to deliver and develop the major grant-making programmes. Initially this will focus on the Church & Communities and Older People & Housing grant programmes. Assessing and processing grant applications, developing relationships with applicants and grantees and assisting with monitoring and learning from funded work.

Key Responsibilities

- Working with the Grants Programme Managers, to deliver and develop the Church and Community and Older People & Housing Grant Programmes and other grants programmes as required.
- To assess grant applications – researching and analysing applications; obtaining appropriate advice and references; reaching a judgement or recommendation for discussion with the Grant Programme Managers.
- To maintain a portfolio of grants and maintain positive relationships with grantees, visiting and monitoring funded projects and facilitating learning with and from our grantees.
- To undertake research relating to the potential areas of development for the programmes.
- To evaluate the impact of the programmes including liaising with third parties appointed to undertake external evaluation or research.
- To develop and deliver our funder plus offer to grantees.
- To prepare and produce Committee papers, to attend Committee meetings and develop relationships with Committee members.
- To support the Grants Programme Managers in building relationships with key external stakeholders.
- To support the Grant Programme Manager in supporting the Company's Church Livings / associated churches as well as exercising our rights in relation to them.



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- To work with the Housing Manager to consider areas of synergy between the provision of housing and grantmaking within the OPH programme.
- To provide additional administrative support as required, including in relation to planning events for grantees.
- Keeping up to date with current trends and issues relevant to the Church & Communities and Older People & Housing Grant Programmes, third sector, philanthropy and grant programme areas.

Core Competences

1. **Communication & Influencing Skills** - Present information in a clear and concise manner and adapts style to suit the needs of the audience.
2. **Teamwork & Interaction with colleagues** - Establishes effective working relationships, shares information with colleagues & strives to work co-operatively across the Company.
3. **Excellence** - Continually looking for ways to improve and identify activities that add value.
4. **Initiative & Problem Solving** - Identifies & analyses practical issues as they arise and offers creative and commercial solutions. Has a 'can do' attitude.
5. **Relationship with Members** - Proactively promotes and represents the executive team.

Person Specification

- Experience of working with or in the Third Sector.
- Knowledge and/or experience of programmes designed to tackle disadvantage.
- Keen interest in our programme areas (see our website).
- Knowledge of grant-making for older people (desirable)
- Proven project management skills and experience of delivering successful projects
- Experience of undertaking research, analysing complex information and writing reports.
- Well organised, methodical and resourceful, with an attention to detail and an ability to meet deadlines.
- Confident and articulate, with initiative and a problem-solving disposition.
- Excellent written and verbal skills, with the ability to communicate effectively with a range of audiences.
- Strong numeracy abilities and an ability to interpret charity accounts
- Strong IT skills
- Good team player, willing to show flexibility in supporting colleagues when necessary.
- An ability to work effectively with a range of stakeholders, internal and external, including senior staff, committee members, grantees, policy makers and practitioners.

We are an equal opportunity employer and are committed to creating a diverse environment.