

Job Description and Person Specification

Job title:	Grants Officer
Reports to:	Head of Grants
Location:	Hybrid, minimum 2 days per week in our office in London
Contract:	Permanent, full-time <i>Please note that Blaggrave is currently trialing a four day working week. At present, full-time hours total 32 hours per week. This arrangement may change following the outcome of the trial and could increase to a maximum of 37.5 hours per week.</i>
Salary:	£27,000 – £29,000 depending on experience
Benefits:	25 days annual leave plus bank holidays (<i>adjusted for the 4 day week trial</i>), company closure between Christmas and new year, 5% employer pension contribution, employee assistance programme, amongst others.
Application deadline:	Midnight on 16 August 2026
Interview dates:	Thurs 27 August 2026, in Barking

To apply, please send your CV and cover letter, including an answer to the following questions to hr@blagravetrust.org using the role title as the email subject line, by **midnight, 16 August 2026**.

- Why do you want to work at Blaggrave?
- What makes you suitable for this role?
- Tell us about a time when you improved an admin system or process.

Your cover letter should be no longer than 2 pages. In addition to answering the questions above, please include any other information you would like us to consider. You may use bullet points if you prefer, and are welcome to draw from personal and professional experience. The person specification section of this document outlines the skills, experience and attributes we will assess during the application stage.

Please also complete the anonymous [recruitment monitoring form](#) to help us review and improve our recruitment process.

If you prefer, you may submit your application as a video or audio recording of up to seven minutes instead of a written letter.

What we do

At Blaggrave we know that young people are often the most inspiring leaders of change, but can be denied access to the resources, networks, funding, and spaces that enable their ideas to take flight. That's why our mission is to empower young people who face deep-rooted inequality to lead lasting change, by investing in their leadership, their communities, and in spaces where their ideas can thrive for generations to come.

Grant making is where we started, and despite our strategic development, Blaggrave will remain a grant maker for young people and youth led groups. With the launch of our exciting [new strategy](#), Leading with Hope, in June this year, our grant making will be shifting from national and regional programmes to deeper work with young people and communities in three local areas – Birmingham, London and Portsmouth. This role will play an important support function during our development.

The Grants Officer Will provide administrative support to the grants team.

About the role

The Grants Officer will play a key role in supporting all stages of the grant making cycle, from research and consultation, through to planning and design, assessment, monitoring, and evaluation. Working in pursuit of our mission to empower young people who face deep-rooted inequality to lead lasting change, the postholder will have responsibility for maintaining accurate grants records and reviewing and reporting on grants data. The role will also contribute to planning and delivery of a programme of events.

Success in this role looks like: You are proactive, well-organised, and dependable, effectively coordinating the core administrative functions of the grants team and supporting team members to perform their roles efficiently.

Job description

The Grants Officer will co-ordinate the administration of grants and events within the grants team, ensuring efficient processes, accurate record-keeping, and high-quality support across our grant-making activities.

Core duties

- Review, improve and maintain the systems that underpin the grants team
- Provide a prompt and helpful service to potential applicants and respond to enquiries
- Maintain accurate grant records and documentation to support audit, compliance and impact tracking requirements
- Support the delivery of grants team events, including booking travel, logistics, and processing invoices
- Collect, monitor, analyse and report on data about our grant making

- Support the consistent use of Salesforce by the team
- Provide administrative support to grants team members as required, particularly during busy periods

Key responsibilities:**Grants team**

- Review and maintain the systems used to manage the grants process, ensuring efficiency and consistency of approach. Identify opportunities for improvements, and work with the Head of Grants to implement changes.
- Coordinate grants team meetings, preparing agendas and papers as required, and ensuring key minutes and actions arising are recorded and acted upon.

Customer care

- Provide a prompt and helpful service to potential applicants enquiring about our funding programmes.
- Collect feedback from applicants and existing partners in a timely and systematic way, helping to ensure their experiences inform continuous improvement. Analyse and report on findings on a quarterly basis.

Information management

- Maintain our grants database (Salesforce) with accurate, complete and up to date information.
- Promote and support best practice in the use of Salesforce by the Grants team.
- Request and appropriately store due diligence information for grant partners, as required by Grant Managers.
- Provide accurate information to Finance on payment details for partners.
- Request and store receipts for all grant payments.

Reporting

- Work with the Head of Grants to create reports on Blaggrave's grants using data from our database.
- Prepare overview reports on our funding for the management team to consider at regular intervals.
- Contribute to quarterly Trustee papers, alongside the grants team.
- Compile annual data reports, ensuring accuracy and completeness.

Events

- Support the planning, administration, and delivery of Blaggrave events, including coordinating logistics, managing bookings and other event records, liaising with participants and attending the events where appropriate.

General

- Provide general support to the Blaggrave team where additional capacity is needed across all areas of work.

- Represent the Blaggrave Trust externally at meetings with partners, contractors and peers.
- Show an active commitment to anti oppressive and anti-racist practices including attending organisational training and reflection sessions to implement into your, and Blaggrave's, wider work.
- Attend regular training to support learning and development.

This list is not exhaustive; other duties may be required according to circumstance and the needs of the team.

Blaggrave is a disability friendly employer. Please contact Valeria at hr@blagravetrust.org if you have any questions or would like to receive this document in a different format.

This role is subject to checks including a Basic DBS check and 2 references. **Candidates must be eligible to work in the UK.**

Person specification

At the heart of the Grants function, we're looking for someone who enjoys a varied workload and supporting a high performing team. This role will suit you if you are proactive, well organised, adaptive, and committed to delivering excellent administrative support. You will be motivated by our mission and in tune with the needs and experience of the young changemakers we are working with.

We welcome applications from people of all backgrounds and lived experiences. We are particularly keen to hear from candidates who will help broaden the perspectives represented within philanthropy and strengthen our commitment to centring young people in all that we do. We are committed to creating an equitable, inclusive environment where everyone can thrive, and to ensuring our recruitment processes and decision-making reflect diversity across age, identity, background, and experience.

	Application	Interview + test
Essential skills, knowledge and experience		
At least one year's work experience in a related field (youth work, grant funding, or the voluntary sector).	✓	
Experience of developing and implementing administration processes and making recommendations for improvements.	✓	✓
Good familiarity with MS Office, particularly Excel and Word; able to create simple graphs in Excel.		✓
Experience of working with and holding relationships with a range of internal and external stakeholders.		✓
Happy with numbers, with excellent attention to detail and ability to work with accuracy.	✓	✓
Ability to combine information from different sources, and share with others in a clear way.		✓
Pro-active and well-organised, with the initiative to work independently as well as to take direction from the Head of Grants and the CEO.	✓	✓
Desirable skills, knowledge and experience:		
Ability and willingness to travel across London and to Portsmouth and Birmingham to visit partners and stakeholders (travel costs will be reimbursed, and will mainly be during working hours).	✓	
Ability to manipulate and display data using Excel or other visualisation tools for clear visualisation.	✓	✓
Experience using CRM software e.g. Salesforce.	✓	
Essential values:		

Strong belief in Blaggrave's core mission and values, including a commitment towards anti racism and anti-oppression.	✓	✓
Great team player, flexible, with the ability to support and engage in team and cross disciplinary working.	✓	
Empathy and respect for the lived experiences of those young people we are here for.	✓	

Candidates must be eligible to work in the UK.

This role is subject to a Basic DBS check and 2 references.

For questions about the role please contact hr@blagravetrust.org.

Our Commitments in Recruitment

We are committed to anti-oppressive practice, equity, and wellbeing – for our partners, communities, and our own team. We especially welcome applications from people with lived experience of the issues we work on. As a disability-friendly employer, we are committed to ensuring our recruitment process is accessible and will offer an interview to candidates who declare a disability and meet the minimum criteria for the role.

We are committed to safeguarding children and adults at risk, to promoting the welfare of adults, and keeping all those who come into contact with our work safe from harm.

We will only ask an individual to provide details of sensitive information, including convictions and cautions, that we're legally entitled to know about. Most of our staff and volunteers will be in positions of power and a Disclosure and Barring Service (DBS) check must be completed by anyone who meets government's criteria. We do not want this to be a barrier to those who have the potential to add great value to the work we do. If you have any questions regarding DBS check, please contact the Designated Safeguarding Lead, Valeria Tavares, at valeria@blagravetrust.org.

All information disclosed for the purposes of employment or consultancy will be used for the sole purpose of assessing whether an individual is suitable and appropriate for a specific role and/or if any arrangements around supervision and support might be required. All information gathered as part of our recruitment processes will be treated sensitively, with confidentiality strictly maintained, and according to our Privacy and Data Protection policy.