

Title: Grants Officer
Salary: £30,000 - £35,000
Contract: Maternity Cover, full-time, nine months initial contract (flexibility considered)
Hours: 35 per week
Location: Central London and remote

The post-holder would need to be based in the London office for at least 2 days per week but could choose to work from home and/or from our Guildford office for part of the week.

Excellent benefits: Including 30 days holiday plus Bank Holidays pro-rata

The Legal Education Foundation is an independent grantmaking foundation distributing around £6million a year through our own grants and programmes, alongside participating in funding partnerships.

Our vision is of a society that fosters the principles of justice and fairness, where people understand and use law to bring about positive change and to prevent harm and where public systems and structures uphold the rule of law. Our focus is on ‘the law of everyday life’ – including people’s rights in housing, employment, community care, immigration and welfare benefits.

The Grants Officer is an important role, part of a small collaborative grants team delivering the Foundation’s 5-year strategy to 2025 and the Justice Together initiative. Our priority is to develop stronger relationships with our grantees, which will enable us to better support them and to learn more from what we fund. There are opportunities to shape the job by leading on areas of particular interest within the grants portfolio.

This Grants Officer role is one of three at the Foundation. The post-holder will work approximately two days a week on Justice Together, alongside colleagues in that team.

The Grants Officer will report to the Director of Grants, and will work closely with colleagues in administration, finance, policy and research, as well as the Chief Executive.

People with lived experience of social welfare legal issues are underrepresented in our organisation, so we are actively recruiting and prioritising candidates who bring this understanding alongside other skills and expertise. (We do not expect people to describe their personal experience at any stage during this recruitment process or during their work at the Foundation.)

How to apply

For more information and to apply online, please visit www.nfpconsulting.co.uk/tlefgrantsofficer

For an informal and confidential discussion about the role, please contact our recruitment partner:

Carroll Lloyd, Director, NFP Consulting T: 07765 001 033 E: carroll.lloyd@nfpconsulting.co.uk

Your application should comprise a CV along with a supporting statement of around two sides of A4 indicating how you meet the person specifications of the role and your motivations for applying.

Closing date: Monday 20th September 2021

Following pre-qualification by NFP Consulting there will be a panel interview, which will be conducted remotely.

[Accessibility](#)

Please let us know if you have any special requirements which we might need to consider in relation to the selection process. Any requests will not be taken into account in the selection process.