

**Job Title:** Grants Programme Manager (Young People and Education)

**Job Type**: Permanent or Job Share

**Hours:** Full time with flexibility to work remotely one day per week

**Location:** City of London (but with willingness to travel within UK to visit grantees)

**Salary:** Circa £50k plus excellent benefits

**The Company**

With a rich history dating back over 700 years, the Mercers’ Company is focused on being a philanthropic force for good. Philanthropy is at the core of its past, present and future. Our giving is focused on Young People & Education, Older People & Housing and Church & Communities. Our programmes aim to improve individual beneficiaries’ lives, strengthen the organisations that support them and contribute to the evidence base for societal change.

As a funder, the Company is an IVAR Open & Trusting Grantmaker, a living wage funder, a member of London Funders and shares its programmes’ grants data on 360 giving.

**The Role**

The Company is seeking to appoint an experienced Grants Programme Manager to support the delivery and development of our Young People & Education Funding Programme. The Young People and Education programme has been running for five years and aims to help young people achieve a good start in life, have strong mental health and feel supported through challenging transitions. The programme has six strands of funding: Early Years; Literacy & Oracy; Transitions; Young People’s Mental Health & Wellbeing; School Leadership and Associated Schools & Colleges.

The Grants Programme Manager plays a significant role in the funding process; leading on three of the funding strands including researching and developing the programmes, advising the Committee, assessing proposals for funding, developing relationships with grantees and appointed learning partners as well as managing a portfolio of existing grants. The post holder will work alongside a fellow Young People & Education Grants Programme Manager and two grants officers to deliver the programme.

The post holder will be responsible for delivering the grant programmes to meet our philanthropic aims, reviewing their impact annually, producing assessment reports, and presenting these at the committee meetings. This is a great opportunity to join an innovative, high quality team who invest in opportunities to create positive change so that everyone has the chance to lead a fulfilling life.

**The Ideal Candidate**

You will have demonstrable experience in developing funding programmes as well as managing them, working with young people and a good understanding of the key issues in education and the challenges young people face, particularly those from more disadvantaged backgrounds. You will have knowledge in supporting young people’s mental health and wellbeing. You will possess excellent presentation, project management and communication skills, including report writing and the ability to form effective relationships. The successful candidate will be able to analyse complex information and understand charity finances and accounts, in order to review funding applications and make informed recommendations.

**Benefits**

The benefits of working with the Mercers’ Company include: non-contributory pension scheme, private medical insurance, 30 days’ annual leave, plus the ability to purchase additional annual leave, travel season ticket loan, subsidised gym memberships, 3 volunteering days per year and excellent learning and development opportunities. This is an on-site role with the ability to work flexibly one day per week where the business allows.

**To apply** please send your CV and a covering letter outlining why you are suitable to: recruitment@mercers.co.uk by close of business on Monday 22 January 2024. If you would like to have an informal conversation before applying, please contact Human Resources on 020 7776 7211.

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