

**Job Title:** Grants Officer

**Job Type:** Permanent

**Hours:** Full time

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

**Salary:** £30k - £35k 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 Officer to assist in delivering and developing the Young People & Education funding programme, as well as supporting the Church & Communities and Older People & Housing programmes. The programmes have been running for five years and aim to tackle disadvantage and improve opportunities for people facing disadvantage. The Young People & Education programme aims to help young people achieve a good start in life, have strong mental health, and feel supported through challenging transitions.

The Grants Officer will support the Grants Programme Managers by assisting with shortlisting, assessment and processing of grant applications, developing relationships with successful grantees and assisting with monitoring and learning from funded work. The Grants Officer will develop their own portfolio of grantees and will also be responsible for the preparation of papers and presenting these to the decision making Committee.

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**

The successful candidate will have knowledge and/or experience of working with young people and education and ideally supporting young people’s mental health and wellbeing. You will be interested in philanthropy and the difference it can make to people’s lives and ideally a strong working knowledge of the third sector and some experience of grant making.

You will have proven project management skills and experience of undertaking research, analysing complex information and writing reports. You will have an organised and methodical approach with the ability to form effective working relationships with a range of stakeholders. You will also have a deep interest in our programme areas.

**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 days 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 29 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.*