**Job title: Grants Officer**

**Reports to: Lead Grants Programmes Manager**

**Team: Philanthropy Team**

**Salary: Circa £32k (plus excellent benefits)**

**Location: City of London**

The Mercers’ Company is a livery company focused 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. The Grants Officer will work on two of the three programmes – Older People & Housing and Church & Communities and have the opportunity to contribute the overall approach.

**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 – from EOI to Grant including, 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 in London, Norfolk and the North East and facilitating learning with and from our grantees.
* To undertake research relating to the potential areas of development for the programmes.
* To monitor the impact of the grants made including liaising with third parties appointed to undertake external evaluation or research.
* To support the GPMs 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.
* To work with the Housing Manager to consider areas of synergy between the provision of housing and grant making 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 grant making, social investment and the 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 (desirable)
* 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.

**To apply** please send your CV and a one page covering letter outlining why you are suitable to: [recruitment@mercers.co.uk](mailto:recruitment@mercers.co.uk) by close of business on Friday 28 July 2023. If you would like to have an informal conversation before applying, please contact Human Resources on 020 7776 7211.

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