



GiveOut

JOB DESCRIPTION

Job Title	Grant-making Officer
Salary	£30,000–34,000
Hours	Full-time (40 hours/week) or Part-time (min 24 hours/week)
Location	Central London / Hybrid (1-2 days in office per week)
Annual Leave	25 days paid annual leave, increasing by 1 day per year of service (up to 28 days), plus an additional day for your birthday or key LGBTQI event and time off over the Christmas week.
Benefits	5% employer pension contributions, £600 per year mental wellbeing support, Enhanced parental leave (4 months full pay + 2 months at 50%) Annual allowance for professional development and training

About Us

GiveOut is an award-winning international LGBTQI community foundation bringing together our community and allies to support LGBTQI activism worldwide.

Across the world, courageous activists are working tirelessly to protect LGBTQI communities and advance equality. But they lack resources and funding is fragile, especially in the Global South. LGBTQI groups receive a tiny fraction of international development aid.

GiveOut exists to bridge this gap. We provide a platform for individuals, businesses and others to give tax efficiently in one place, ensuring sustained funding for LGBTQI human rights activism worldwide. By pooling donations, we provide grants to pioneering organisations, empowering them to defend our communities, tackle inequality and campaign for lasting change.

Our grant-making process follows a rigorous framework of consultation, due diligence, and vetting. It is overseen by our Grant-Making Advisory Panel, composed of LGBTQI activists from the Global South, and governed by our Board of Trustees.

In just seven years, we have provided over £5 million in new funding, supporting more than 60 LGBTQI organisations globally. Our grant partners report back on their achievements, and we share their impact with our supporters, demonstrating the tangible difference their generosity makes.

Together, we are strengthening the global LGBTQI movement, ensuring activists have the resources they need to build a more just and equal world.

About the Role

As Grant-Making Officer, you will support the delivery of GiveOut's grant-making programme, helping ensure that funding reaches LGBTQI activist organisations efficiently, responsibly and in line with GiveOut's values and grant-making policies.

Reporting to the Grant-Making Manager, you will coordinate key aspects of the grant-making cycle, support grant partners throughout the grant lifecycle, and help maintain the systems, processes and relationships that underpin GiveOut's grant-making programme.

Bringing a passion for international LGBTQI human rights, you will build meaningful relationships with LGBTQI activists and organisations across the globe while developing your expertise in international grant-making.

Key Responsibilities

Grant-Making Programme Delivery

- Support the delivery of GiveOut's annual grant-making programme and grant portfolio.
- Coordinate the annual grant-making cycle, ensuring documentation, timelines and communications are delivered on time.
- Prepare due diligence assessments, grant agreements and other grant documentation for review by the Grant-Making Manager.
- Maintain accurate and up-to-date grants management records.

Grant Partner Relationships

- Build and maintain positive, responsive relationships with grant partners.
- Coordinate grant partner visits and engagement activities, including developing itineraries, supporting travel arrangements and coordinating logistics with colleagues and grant partners.
- Support the Grant-Making Manager in coordinating in-kind consultancy and pro bono support opportunities between grant partners and GiveOut's corporate and legal partners.

Monitoring, Reporting, Evaluation & Learning

- Coordinate the collection of narrative and financial reports from grant partners.
- Maintain accurate monitoring and reporting records across the grant portfolio.
- Support the Grant-Making Manager and Senior Communications Officer to capture grant partner updates, impact, learning and evidence for organisational learning, external communications, and donor reporting.

Sector Expertise & Representation

- Maintain an up-to-date understanding of developments in global LGBTQI movements and international human rights.
- Share relevant sector insights with colleagues to inform GiveOut's work.
- Represent GiveOut at meetings and events where appropriate.

What Success Looks Like

- Positive, trusting relationships with grant partners built on transparency and respect.
- Smooth delivery of grant-making cycles, with all processes completed on time and to a high standard.
- Grant partner reporting, impact and learning are captured accurately and shared to support organisational learning and donor communications.
- Accurate, up-to-date grant records and documentation maintained across the grant portfolio.

Essential Skills and Experience

- Experience in grant-making, grant administration, programme coordination, or a related field (e.g. international development, social impact, research or NGO administration).
- Demonstrated commitment to or connection with the LGBTQI community.
- Strong interpersonal and communication skills, with the ability to build relationships across cultures.
- Excellent organisational and project management skills, with attention to detail and the ability to manage multiple tasks.
- A proactive approach, with the ability to work independently, manage competing priorities and take ownership of tasks.
- A collaborative team player who actively contributes to a positive, inclusive, and high-performing organisational culture, aligned with GiveOut's vision and values.

Desirable Skills and Experience

- Awareness of global LGBTQI movements and international human rights.
- Understanding of grant-making theory, processes, and best practices.
- Experience with grants management databases and tools.
- Experience collaborating with communications teams to develop impact stories, case studies, articles, or digital content.
- Experience collecting or coordinating monitoring and reporting information for grant-funded programmes.
- Working proficiency in a second language (French, Spanish, Arabic, Swahili, ect.)
- Undergraduate degree or equivalent qualification in a relevant field.
- Familiarity with Google Workspace tools (e.g., Docs, Sheets, Drive).

Why Join Us?

At GiveOut, we pride ourselves on fostering a dynamic and supportive work environment where you can make a tangible impact on global LGBTQI rights. You will have the opportunity to shape the future of LGBTQI philanthropy while working with a passionate and dedicated team.

Application Process

To apply, please submit a CV and one-page, tailored cover letter to CharityJob. **The cover letter should clearly demonstrate how your skills, experience, and qualifications align with the key responsibility areas outlined above.** GiveOut is an equal opportunities employer.

Application deadline: 24th August, 11pm.