



Grants and Programmes Officer

Grants & Programmes Team

- Contract:** Full time, fixed term to 30th September 2027, with potential for extension
- Hours:** 35 hours per week
- Salary:** £30,000-35,000
- Location:** Anchored to London office in Southwark, 1-2 days a week. Flexibility to work from other Carers Trust offices around the UK.

Why this role is pivotal to Carers Trust

Our Grants and Programmes Officer plays a critical role in supporting the expansion and development of our grants portfolio to best meet the needs of unpaid carers and our network of local carer organisations. You will be conducting regular assessment of applications to support unpaid carers, developing and coordinating regular communication materials and sharing learning, impact and outputs of our funded activities. Acting as the first point of contact for queries relating to grant and programme funding opportunities you will be inputting accurate information into our grant management system, specifically applications received to Carers Trust.

The Grants and Programmes Officer is a crucial role, coordinating grant and programme management processes, ensuring the effective administering and distribution of charitable funds to individual unpaid carers. Working closely with the Senior Grants Manager, the postholder will act as a central liaison point for internal and external stakeholders, including local carer organisations and programme funders.

Supporting the expansion of our evolving carers grants offer, delivered through a network of local carer organisations across the UK, the post holder will provide support with all operational aspects of running our busy individual grants programme and ensure the consistent application of good programme, impact and data management practices.

Main responsibilities (not an exhaustive list)



- Process grants applications via a Microsoft Dynamics database and prepare documentation for grants assessment panels.
- Undertake regular assessment of applications received from unpaid carers and organisations developing services to support unpaid carers across the UK.
- Provide timely information to support the overall management of the Grants & Programmes Team budget, programme reach dashboards, reporting and funding bids.
- Coordinate stakeholder involvement activities (e.g. learning, information sharing, communities of practice etc.) to support the development of grants and programme management practice.
- Develop clear, visually engaging communication materials sharing information on areas of replicable practice and impact in supporting unpaid carers, including funder reports, web and social media updates and presentations.
- Maintain and develop internal and external online stakeholder engagement tools to share Grants & Programme activities and processes.
- Collaborate with stakeholders to identify and address potential areas for improvement in our grants programme delivery, monitoring and evaluation.
- Undertake research and analysis to support the delivery of current projects and programmes in development to ensure the decisions made are evidence-led.
- Analysis and presentation of quantitative and qualitative impact data, measuring the difference made by interventions and support for unpaid carers.
- Contribute to the development, implementation and continuous improvement of equality, diversity and inclusion principles across all aspects of grants delivery.
- Work collaboratively across Carers Trust, sharing ideas, experiences and expertise to support collective problem solving and consistent programme management practices.
- Undertake a range of grant making activities to support and drive the ambitions outlined within Carers Trust's strategy.

Our ideal candidate

- Knowledge, understanding and empathy towards the needs of unpaid carers.
- Experience of coordinating grants or programme management processes and systems or experience of working in a grant making context.
- Experience of working with and explaining monitoring and impact measurement processes.
- Ability to analyse programme performance via review of qualitative and quantitative data and recommend appropriate courses of action.
- Clear and concise communicator, both verbally and in writing, who is able to adapt information for varying audiences.
- Experience of report creation to share complex programme information to internal and external stakeholders, both narratively and visually.
- Experience of working collaboratively in an open programme culture which encourages knowledge sharing and learning.
- Understanding and commitment to equality, diversity and inclusion.
- Ability to work on own initiative and effectively manage a workload with multiple streams.
- Excellent administrative skills including experience of Microsoft Office 365 (Excel, Teams, Outlook), and Dynamics 365 or another CRM system.
- Remember – even if you don't have everything listed above, it's worth putting in an application. We don't expect every candidate to have all the experience above.

Working style

- A great eye for detail
- A 'can do' attitude.
- Willing to go the extra mile.
- Works in a collaborative style with all our stakeholders
- Strong ability to prioritise, work at pace, and under pressure.
- Ability and willingness to work flexibly.
- A proactive and collaborative approach to problem-solving

How to apply

Please apply by uploading your CV and supporting statement via the Carers Trust website as instructed.

For an informal conversation about the role please contact recruitment@carers.org.

Application deadline: Tuesday 27th August

Expected interview date: Thursday 5th September

We value a diverse and inclusive workplace and therefore strongly encourage applicants of all backgrounds to apply and join Carers Trust irrespective of age, disability, sex, gender identity, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership.

Carers Trust is committed to making our recruitment practices barrier-free and as inclusive as possible for everyone. This includes making adjustments or changes for people who have a disability or long-term health condition or caring responsibilities. If you need any reasonable adjustments for any part of the recruitment process for any reason please let us know, in confidence, to discuss these.

