



JOB PACK

GRANTS & CONTRACTS OFFICER

POLICE:NOW
INFLUENCE FOR GENERATIONS

POLICE NOW MISSION

To transform communities, reduce crime and anti-social behaviour, and increase the public's confidence in the police service by recruiting, developing and inspiring outstanding and diverse individuals to be leaders in society and on the policing frontline.

ABOUT US

We are working towards a day when every community, whatever the socio-economic background of its residents, **can thrive without being fearful of crime**. We are looking for talented, committed and mission-aligned individuals who will drive us towards achieving our ambitions.

Police Now recruits and trains graduates and career changers with leadership potential to become inspirational police officers and outstanding crime fighters on our National Graduate Programme. Graduates can pursue a variety of specialisms working in Neighbourhood Policing, as a Detective or within Counter Terrorism or Economic Crime units.

Police Now aims to create systemic change. We need highly capable impactful staff to support the recruitment and development of our officers and to cultivate strong relationships with partner forces and the wider sector.



We recently celebrated our 10-year anniversary. Read our Decade of Transformation report to discover more about the impact our participants have made in communities across England and Wales.



[Read the report](#)

A TRUSTED NATIONAL BRAND IN POLICING BY GRADUATES



WINNER

of over 45
industry
awards

Recognised by students, graduates, and industry experts for excellence in employer brand, recruitment, training, development, and diversity – earning over 45 awards for our innovative, inclusive approach.



A GREAT PLACE TO WORK

We're proud of the achievements and memberships we're part of and we're committed to creating a culture where **our people** feel supported and respected.



EQUITY, DIVERSITY & INCLUSION

We are an equal opportunities employer committed to equity, diversity and inclusion (EDI) in policing and our Head Office. Police Now touches the lives of the public through our work. In every element of our programmes, our work with forces and partners, and our HQ activities, we want to ensure that demography does not equal destiny. It is important our workforce reflects the communities we serve and are empowered to contribute their best. We are proud of the diversity of our team and the richness it brings to our work. However, we acknowledge that ethnic minority representation, especially in senior roles is an area we are committed to improving.

What have we done?

- Established an EDI Board Committee in 2020 *and have appointed Clare Power, Chief Marketing Officer as our Executive Sponsor for EDI.*
- Appointed EDI Champions who play an active role in shaping initiatives to deliver our EDI strategy.
- We continue to evolve how we recruit through inclusive practices e.g. anonymous (blind) screening, tailored accessibility tools for candidates, and a genuine focus on EDI at every stage of our recruitment process.
- We celebrate diversity across our organisation through staff-led events, personal insight forums, and contributions from external speakers.
- We have led pioneering recruitment programmes that place EDI at the forefront, achieving representation far above sector norms in policing, and winning awards across the graduate employment sector. We embed training that focuses on policing diverse communities and addressing cultural challenges within policing.
- We actively share learning and best practice with the sector, working with police forces and the Home Office to support EDI progress.



Explore our EDI Strategy 2025-27

OUR ETHOS

We hold ourselves and each other accountable for demonstrating **Police Now's Leadership Principles** through our actions:

Mission at the heart of everything we do

We prioritise the mission in every decision we make, so that our actions are always contributing towards our goal of transforming communities through the people we bring into and progress through policing.

Integrity and honesty

We act with integrity in everything we do, building relationships based on trust and respect; we communicate candidly, giving honest and compassionate feedback to each other so we can improve and develop our talent.

Delivering the highest quality

We are dedicated to delivering outstanding quality and professionalism to our partners, participants and candidates; we nurture and develop positive long-term relationships that are valued by our customers.

A passion for making an impact in policing

We learn all we can about the experiences and challenges of frontline officers and participants, so that we can improve our programmes and maximise our impact on crime and confidence.

Innovative and open-minded

We believe that anything is possible, including positive, lasting change in policing and communities; we empower and challenge each other to innovate across our work and programmes.

Personal responsibility

We take personal responsibility for accelerating progress and solving problems, and to collaborate with colleagues across Police Now to deliver our commitments and goals.

Embrace diversity

We value and celebrate everyone's diverse backgrounds, talents and leadership, and seek out different viewpoints and perspectives; we use these to educate ourselves and to inform decision-making.

Value the investment of public money

We work hard to earn and be trusted with limited public resources; we actively prioritise activities that make the biggest impact towards our mission and spend intelligently to make every penny count.

THE ROLE: PURPOSE

Title: Grants & Contracts Officer

Department: Partnerships

Line manager: National Partnerships Manager

Location: London based (minimum of 2 days a week)

Salary range: £40,000 – £45,000 (Inclusive of London Weighting)

Closing date: Monday 28th September

Contract type: Permanent

Start date: Mid-November (can be flexible)

- This role is central to securing funding for Police Now and its programmes. You will win corporate and philanthropic grants, tenders and other income to expand delivery, develop new initiatives and increase our impact across England and Wales.
- You will lead bids and tenders from opportunity identification to submission, coordinating colleagues, maintaining reusable bid materials and ensuring proposals are competitive, compliant and on time.
- You will identify suitable grant opportunities, including proceeds-of-crime, asset-recovery, philanthropic and corporate funding. You will prepare strong applications, budgets and supporting evidence, and provide clear reporting on outcomes.
- You will draft, review and maintain contracts with partner forces and other organisations, accurately recording scope, deliverables, timelines, obligations and variations. You will ensure bids, grants and contracts meet legal, financial, regulatory and information-governance requirements.
- You will maintain up-to-date knowledge of policing, the charitable sector and procurement regulations.

THE ROLE: REQUIREMENTS

Essential:

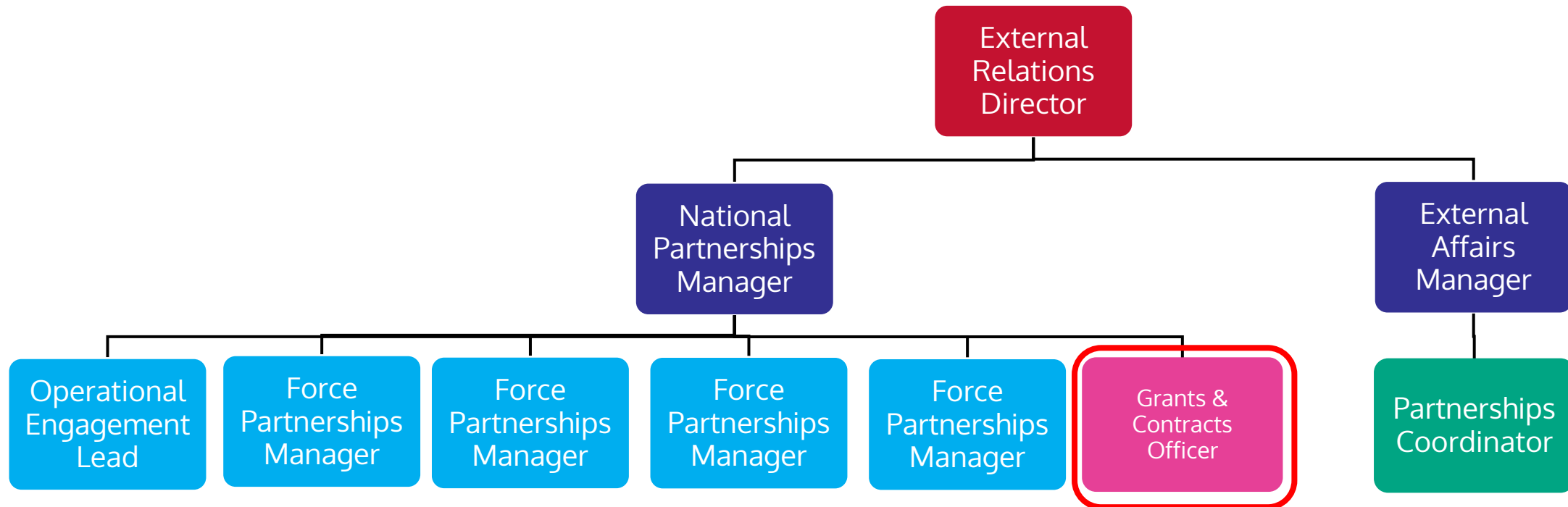
- Commitment to Police Now's mission and confidence communicating it externally.
- Track record securing income through grants, bids, tenders or other funding, with knowledge of public and private procurement.
- Excellent written and verbal communication, attention to detail and persuasive proposal writing.
- Ability to manage complex projects to tight deadlines.
- Commercial awareness and a strategic approach to sustainable funding.
- Working knowledge of contract management and maintenance.
- Strong market research skills to identify funding opportunities.
- Commitment to equity, diversity and inclusion.
- Ability to present data and impact evidence persuasively.

Desirable:

- Charitable-sector grant or bid writing, income generation or fundraising experience.
- Knowledge of policing, criminal justice, public or charitable sectors.
- Experience running procurements or using procurement systems.
- Legal knowledge or contract-writing experience.

THE ROLE: TEAM STRUCTURE

This position will fall within our Partnerships Team and will report to the National Partnerships Manager.



HOW TO APPLY

What you can expect from our hiring process:

The process may vary slightly to test for specific requirements; however, you should expect the following:

- Submission of your CV and an application form.
- A short telephone interview.
- One or more face-to-face interviews.

Application deadline: Monday 28th September

Unfortunately, we cannot provide sponsorship for applicants. Applicants must have the relevant right to work for UK before applying.

We view workforce diversity as a business imperative and strongly encourage applicants from all backgrounds and walks of life, particularly those who identify as an ethnic minority in the UK.

AI tools can be used to support your application and interview stages. However, we strongly encourage candidates to ensure that they personalise their responses to reflect their experiences. Please ensure the details of your application and examples used during the process is accurate and authentic at all times.



If this role sounds right for you, please apply via our website [here](#)

INTERVIEW TIMELINE

Having time to prepare for interviews is important and allows candidates time to prepare and perform to the best of their ability. We have noted the anticipated interview timeframe below for your reference.

Interview dates:



- Telephone interview: Monday 5th October – Tuesday 6th October
- Face-to-face interview: Monday 12th – Tuesday 13th October
- Final stage online interview: Friday 16th October

Please note these dates may be subject to change.



Need further help?

If you have any questions, or would like to discuss any adjustments, contact us by emailing careers@policenow.org.uk.

OUR BENEFITS

Long-term **meaningful benefits can make a real difference** to people's working lives. We believe that when people feel well in and outside of work, they're happier and able to deliver at their best.



HOLIDAY

- 27 days of annual leave (+ bank holidays) and typically close between 25th December to 1st January.
- One month paid sabbatical every 5 years' service.
- Enhanced parental leave pay, paid dependency leave, and flexible bank holidays.



HEALTH AND WELLBEING

- Access to a health cash plan to support with everyday health care costs including optical, dental and more.
- An Employee Assistance Programme, access to counselling, virtual GP appointments and flu jabs.
- Access to Kinhub, a wellbeing and coaching platform with dedicated 1:1 coaching sessions.
- Free eye test and Occupational Health support assessments.



FLEXIBLE WORKING

- We are committed to flexible working and operate a hybrid working model with both work from home and office working opportunities. We have removed core hours to support true flexibility.

OUR BENEFITS

PAY AND PENSION



- Competitive and transparent pay, split by band across the organisation.
- We offer a 6% employer pension contribution, with a minimum 2% employee contribution.
- Salary sacrifice schemes including cycle to work, technology and gym membership, to help spread the cost of expenses.
- Access discounts from 100s of retailers, including weekly grocery shopping, days out, online shopping and more.

LEARNING AND DEVELOPMENT



- Annual EDI training, including e-learning and additional EDI training opportunities.
- Three 'Growth & Giving days' days per year which can be used for study leave, well-being or volunteering.
- Staff Development Fund that employees can access to support their ongoing training and development.
- Employees have access to live and one-demand interaction training with Seedl.

COMMUNITY AND EVENTS



- Regular cultural awareness initiatives and events to celebrate the diversity of our team, seeking opportunities to learn, share experiences, and engage in meaningful dialogue.
- Monthly all staff meeting to discuss organisational performance and strategy.