



**Application Pack for
Grants Manager
2026**

Welcome

Thank you for your interest in The Seafarers' Charity, the leading seafarer welfare fundraising grant-making charity.

For over 100 years, we have been the central fundraiser and grant maker for maritime welfare. As a truly independent charity, we always put seafarer welfare first.



We raise funds in order to make impactful grants, informed by our deep knowledge of the sector. We are the only global maritime grant-funder that supports all those who work at sea, whatever their seafaring profession.

We're looking for someone who shares our values and our commitment to improving outcomes for seafarers worldwide. You will be thoughtful, curious and motivated by impact, with the confidence to take ownership of complex work and the ability to build respectful, collaborative relationships both internally and with our partners.

Most importantly, you will care about creating lasting change for seafarers and their families.

The Seafarers' Charity has a unique role in the maritime world, one with a long history, a strong reputation, and a real, measurable impact on the lives of seafarers.

You'll be joining a diverse, friendly, committed team of about 20 staff. We work on a hybrid basis, with a minimum of 3 days per week in the office. There are regular organisation-wide staff meetings at the office to ensure opportunities for people to get to know each other face-to-face, plus smaller departmental team meetings, and cross-organisational working groups.

About

The Seafarers' Charity

Who we are

Established in 1917 as The King George's Fund for Sailors, to support the families of seafarers lost at sea during World War One, we support seafarers throughout their seafaring careers and beyond. We are the largest independent grant funder of maritime welfare charities with at least £2 million in funding injected into supporting the safety and welfare of seafarers each and every year.

Our vision and mission

Our **vision** is a world where seafarers and their families are free from need and disadvantage.

Our **mission** is to tackle the disadvantages of seafaring life by leading collaboration, funding and advocacy to improve seafarers' lives.

What we do

We are built on two foundational pillars: **fundraising** and impactful **grant-making**.

For over 100 years, we have been the central grant maker for maritime welfare. Our long history of fundraising and funding key maritime welfare service providers positions us at the heart of an 'Ecosystem of Support' within the maritime sector.

We award funding to support a diverse range of partner organisations to deliver vital, targeted help where it's needed most. We fund the essential cost of a strong network of maritime welfare services across the global sector, and crucially tackle seafarer hardship in all its forms; at sea and on land.

Our grant giving to maritime charities brings truly life-changing impact for many who work – or have worked – at sea, and their families. We reduce hardships experienced by seafarers by enabling environments where, instead, they can thrive, supporting their practical and welfare needs at home, in port and at sea, often far from home. We also enable them to connect with loved ones – and to find comfort and companionship in retirement.

Alongside our funding, we invest in evidence, and data to help us champion and advocate for seafarers more effectively, identify new areas to target, and inform future funding priorities.

By celebrating and sharing the results of our grant-making, we aim to continuously increase our fundraising and continuously grow our impact.



Our Strategy

The long-term impact we want to achieve

Put simply, we believe a career at sea should be fulfilling, rewarding, safe, and free from the unique hardships that can be part of a life on board. Everything we do is about charting a course to make this a reality. We want to drive improvements in the lives of seafarers globally these are set out as five strategic outcomes to support long-term impact, and achieve:



Better working lives at sea



Safer working lives at sea



Enhanced financial resilience



Increased health and wellbeing



Improved social justice

Our strategy looks ahead across 2024-2030, establishing the following three key pathways, creating a clear direction of travel for our Charity, without losing the great work underway in delivering against the existing framework:

- Preventing hardship: Amongst our grant recipients, we fund charities and non-profit organisations that provide a vital safety net in times of crisis, but ultimately our vision is for a world where rescues are not needed, and charitable support delivers more than a short-term, or one-off response.

- Advocating for action: Industries and governments have a vital role to play in ensuring that working at sea is a rewarding and safe career, whatever form it takes. Where we see gaps in industry action or in regulation or enforcement, we will work collaboratively, use our convening powers and our voice, and advocate for improvements to seafarers' safety and welfare at sea.

- Global impact: We recognise that seafaring, by nature, is a global occupation. With seafaring careers taking men and women all over the world, and seafaring communities based in many different countries, our remit is broad and reflects the scale and breadth of the industries and people we support. Our focus will increasingly be on preventing the causes of hardship experienced as a consequence of working at sea. We will better understand where opportunities to act preventatively exist, and we will assess our impact through this lens.

Living our Values

Crucially, we continue to be an organisation that is proud of not shying away from tackling difficult and complex systemic challenges we fund research to understand the issues we work on, and then we use our voice, our convening power, and our willingness to collaborate, to bring positive change for seafaring communities. Through this approach, we work by and exemplify our values. We are:

Driven by integrity

We do the right thing. Compassion and transparency are embedded in how we work.

Innately collaborative

We inspire a culture of creative partnerships to achieve the best impact and outcomes.

Proudly innovative

We embrace effective new ideas and ways of working.

Bold in our decisions and actions

We ensure impact through brave and well-considered decision-making.

Equity, Diversity, and Inclusion

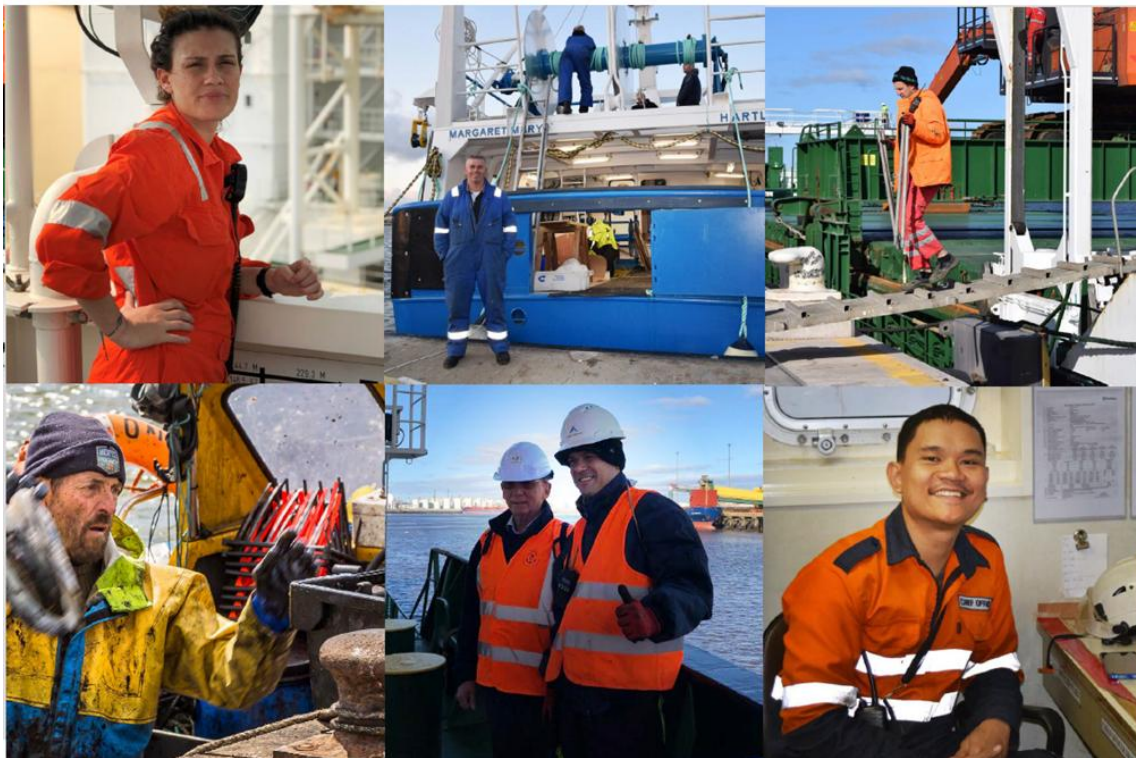
The Seafarers' Charity recognises and harnesses the importance of Equity, Diversity and Inclusion (EDI) and is signed up to the [Diversity In Maritime Charter](#) and committed to a policy of promoting equality of opportunity, by providing an inclusive workplace where individual differences are valued and respected. We recognise that equality is not simply about treating everyone the same and that equity is key, making appropriate adjustment to ensure equal opportunities for all. We have a staff led EDI working group that meets monthly and have staff 'lunch and learns' to push forward our work on EDI within our organisation.



In short, we embrace anyone and everyone who work for us, or we work with... in the services we provide. We strive to eliminate any processes with unfair treatment or discrimination (whether direct or indirect) and will not tolerate any discrimination relating to issues of equity, diversity, or inclusion.

We encourage applications from all regardless of age, sexuality, socio-economic background, disability, ethnicity, gender, religion, or beliefs. We are committed to building a culture of belonging and inclusion and this is reflected in our policies, practices, and diversity in maritime networks and supported by our Board.

We are a family friendly organisation, and we encourage flexible working as we want our employees to achieve a healthy work-life balance. Currently our employees are working flexibly with 3 days in the London office per week.



JOB DESCRIPTION

Title of Post	Grants Manager		
Department		Location	Hybrid, London Office
Reporting to	Impact Director		
Contract	Permanent – Full Time		

Purpose of the Role

To manage an annual grant funding programme which delivers on the charity's Thrive strategy.

Responsible for:

The post holder is responsible for managing the annual grant funding programme and grant management cycle to deliver outcomes which support the safety and welfare of seafarers.

The post holder has the following resource management responsibilities:

- Line management of an Impact Executive (0.4 FTE).
- Recommendation of allocation of the annual £3m grants budget to achieve the greatest impact.
- Relationship management of funded delivery partners.

Key Responsibilities

Grant-Making

- Manage the end-to-end grants cycle in line with the charity's Thrive strategy, Royal Charter, charitable law and grant-making best practice
- Ensure grant-making policies, procedures and guidance are clear, accessible and regularly reviewed
- Advise potential applicants on eligibility, interpretation of guidelines and application requirements
- Assess and manage grant applications, including due diligence, financial review and, where appropriate, site visits
- Prepare clear and robust funding recommendations for review and decision-making by Trustees
- Ensure timely communication of funding decisions, feedback and payments to applicants and funded partners
- Utilise a cloud-based grants management system to receive and process applications and provide reports.

Monitoring, Evaluation and Learning

- Support the monitoring and evaluation of funded grants, ensuring reporting requirements are met and learning is captured and shared
- Work closely with the Impact Analyst to embed a proportionate and meaningful Monitoring & Evaluation framework across grant programmes
- Assess qualitative and quantitative data to assess outcomes, impact and value for money

- Contribute to internal reporting and sharing of information.
- Review and assess grant applications and provide recommendations for trustees.

Systems, Processes and Data

- Make effective use of the charity's grants management system (Benefactor Cloud)
- Ensure accurate and timely recording of grant data, outcomes and funding conditions
- Identify and implement improvements to systems and processes to enhance efficiency, data quality and user experience
- Ensure compliance with GDPR, data protection and internal governance requirements

Relationship and Stakeholder Management

- Build and maintain strong, constructive relationships with funded delivery partners and relevant stakeholders
- Act as the point of contact for organisations applying for and receiving grants
- Represent The Seafarers' Charity at meetings, events and peer funder networks as may be required from time to time
- Work collaboratively with colleagues across the organisation, including the Communications Team and Development Team, to support storytelling, evidence of impact and generation of income

Line Management and Team Contribution

- Line manage and support the Impact Executive (**0.4 FTE**), providing supervision, performance management and development support
- Contribute to a positive, inclusive and high-performing team culture within the Impact Team
- Actively contribute to team planning, innovation and continuous improvement

General

- Maintain awareness of key issues affecting seafarers and the wider maritime welfare sector
 - Uphold organisational values, policies and procedures, including equality, diversity and inclusion, health and safety and data protection
 - Undertake other reasonable duties to support the charity's work
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Person Specification

Essential

Experience & Knowledge

- Experience working in a charity, trust or grant-making environment
- Experience managing grant programmes and the full grant lifecycle
- Understanding of monitoring, evaluation and learning principles
- Experience using grant management or CRM systems
- Experience of line managing or supervising staff

Skills & Abilities

- Strong analytical skills with the ability to assess complex information and make balanced, evidence-based judgements
- Excellent organisational skills, with the ability to manage multiple priorities and deadlines
- Clear, confident written and verbal communication skills, adaptable to different audiences
- Financially numerate, with experience reviewing budgets and financial reports
- Strong relationship-building and stakeholder management skills
- Competent user of Microsoft 365 applications

Personal Qualities

- Collaborative, approachable and supportive
- Proactive, reflective and solutions-focused
- High level of integrity, fairness and attention to detail
- Commitment to improving outcomes for seafarers

Desirable

- Knowledge of the maritime or fishing sectors
- Awareness of good governance and charity regulation
- Experience working with Trustees or grant-making committees
- Professional qualification or training in grant-making, evaluation or related fields

How to apply

If you are interested in applying, please send a current CV (no more than two sides) and supporting statement - which should outline your suitability in relation to the Job Specification, along with your motivation for applying for the position to recruit@theseafarerscharity.org with reference GM2026 in the subject line.

Closing date: Applications will close midday Wednesday 20th May 2026

Interviews will be scheduled from the 21st May 2026.

- Applicants must be able to prove their eligibility to work in the UK at the interview stage.

Salary & Benefits

Remuneration: 44,000 per annum

Contract: Full Time – permanent

Hours 35 hours per week (hybrid working option, minimum of 3 day per week in the office)

The rewards package also includes:

Holiday entitlement

- 30 days

Pension and Other Benefits

- Auto-enrolment to group pension scheme (7.5% employer contribution, 5% employee)
- Health cash plan (HSF) or Healthcare Membership scheme (Benenden)
- Season ticket Loan
- Access to the Employee Assistance Programme
- Hybrid working
- Life Assurance Scheme

Location: the charity is based at:

8 Hatherley Street
London
SW1P 2QT

We look forward to hearing from you