



GRANTS MANAGER (MATERNITY COVER) - POVERTY PREMIUM PORTFOLIO LEAD

CONTRACT: Fixed-term maternity cover, starting as soon as possible, ending on 31 October 2027

We're open to secondment arrangements.

SALARY: £60,970 per annum (pro rated £30,485 for 17.5 hours per week to £36,582 for 21 hours per week)

HOURS: Part-time, 17.5 -21 hours per week worked either Monday–Wednesday or Tuesday–Thursday.

LOCATION: Central London (hybrid working, minimum 40% of working time in our office including Wednesdays).

REPORTING TO: Director of Grants

CLOSING DATE & INTERVIEWS: We'll accept applications on a rolling basis and interview suitable candidates as applications come in, so make sure to apply as soon as possible.

Thank you for your interest in joining Trust for London.

We're recruiting for a temporary Grants Manager to lead our Ending the Poverty Premium funding portfolio.

This programme was launched when refreshed our funding strategy in 2024 to tackle the additional costs faced by people on low incomes. It has since developed a clear focus on financial inclusion, debt and a just energy transition. We support work that challenges the systems, policies and markets that create the poverty premium, and are particularly interested in approaches that expose unfairness and develop practical solutions.

The portfolio brings together a diverse range of work, from community organising and lived experience research to policy change and innovation. You'll help steward this growing portfolio during a period of maternity cover.

As a small organisation, the way we work together matters. We're looking for someone who enjoys sharing ideas, learning and working collaboratively.

If you think this role and team would be a good fit for you, we'd like to hear from you.

*Klara Skrivankova
Director of Grants*

ABOUT TRUST FOR LONDON

We're one of London's largest independent charitable funders, funding hundreds of organisations fighting for economic and social justice across the city. We also create [London's Poverty Profile](#) bringing together more than 100 indicators to help explain what poverty and inequality actually means across the capital.

The work we fund focuses on long-term change with priorities under our 2030 strategy including housing, employment, social security, racial and disability justice. Everything we do is driven by our mission to create a fairer London.

JOB PURPOSE

Lead the Trust's Poverty Premium portfolio during a period of maternity cover, sustaining funding relationships and advancing economic justice in London.

JOB DESCRIPTION

Supported by a Director of Grants, you will lead the portfolio in line with the [Trust's 2030](#) strategy and relational grantmaking approach

OBJECTIVES

1. Steward the portfolio throughout the funding cycle, maintain strong funding partnerships and clear records, and make accountable funding recommendations.
2. Monitor relevant policy and practice developments, emerging issues, organisations and networks, and explore where funding, relationships or collaboration could add value.

RESPONSIBILITIES

1. Maintain oversight of the Poverty Premium portfolio during the maternity-cover period, ensuring continuity for existing partners and agreed commitments.
2. Manage the full funding cycle, including enquiries, expressions of interest, shortlisting, assessment, due diligence, recommendations, reporting and closure.
3. Assess proposals against funding criteria and their potential contribution to the wider portfolio, using professional judgement within required controls and approval routes. Ensure considerations of inequities relating to race, disability, sexuality, sex, gender, faith and socio-economic status are embedded.
4. Lead day-to-day portfolio management, including budget planning and monitoring, grant oversight, relationship management and identification of emerging activity.
5. Maintain clear and comprehensive portfolio records in Salesforce.
6. Build strong, supportive relationships with funded partners by listening to their priorities and maintain regular contact. Use reporting and conversations to understand progress, challenges, organisational change and learning. Agree proportionate follow-up and identify useful support, including access support or Funding Plus, to strengthen the relationship.

7. Champion the Trust's work by contributing to the dissemination of reports and publications, and bringing portfolio insight and learning into reviews, funding decisions and wider organisational discussions.
8. Represent the Trust at external events and meetings, and convene partners meetings where appropriate, working collaboratively with colleagues.
9. Undertake any other relevant tasks as requested by the Grants Directors or the Chief Executive.
10. Provide a clear handover at the end of the maternity cover period, ensuring continuity for funded partners and enabling colleagues to understand the portfolio's current position and outstanding actions.

ABOUT YOU

We're looking for someone who combines strong analytical thinking with curiosity, sound judgement and a genuine interest in engaging with people and organisations. You'll be comfortable working independently, making decisions and managing a varied portfolio, while contributing actively and collaboratively to a small team.

Experience, knowledge and skills

- Substantial experience managing grants, partnerships, programmes or a related portfolio within a charitable foundation or similar organisation.
- Strong strategic and analytical thinking, with the ability to balance priorities, relationships, risk and delivery, and use evidence and insight to inform decisions.
- A track record of building trusted, respectful relationships with organisations, partners and networks, listening to different perspectives, using power thoughtfully and communicating difficult decisions clearly and transparently.
- Good financial understanding, including budgets, cash flow and management accounts, and the ability to use financial information to inform judgement and decision-making.
- Good understanding of learning and evaluation, and how evidence and learning can strengthen strategy, funding and impact.
- Strong experience managing competing priorities and deadlines, with the judgement to focus effort where it will have most value and when to adapt plans when needed.
- An understanding of social policy issues relating to poverty and inequality, and of the opportunities and challenges facing voluntary sector organisations.
- A strong commitment to diversity, equity and inclusion, including an understanding of how different forms of injustice intersect with poverty and shape people's experiences, and the ability to apply this to portfolio development and funding decisions.

Personal attributes

We're looking for someone who is:

- Motivated to work towards social justice and tackle poverty in London.

- Self-directed and proactive, with the confidence to work autonomously, exercise sound judgement and make difficult decisions, while knowing when to seek advice or bring others in.
- Naturally curious and analytical, enjoying getting beneath the surface of an issue, asking questions and making sense of complexity rather than simply following established processes.
- Outward-facing and comfortable building connections, with the confidence to meet and engage with partners, organisations and networks both in person and in hybrid settings.
- A thoughtful team player, able to contribute positively to a small team, share ideas and support colleagues while taking ownership of their own work.
- Pragmatic and organised, able to manage priorities realistically within part-time hours and take responsibility for their own administration.
- Flexible and adaptable, comfortable responding to changing circumstances and emerging opportunities.
- Willing to undertake some evening and weekend work when needed.

Desirable

- Knowledge of the organisations, policy environment and lived experiences relevant to reducing the additional costs faced by people on low incomes, particularly in areas such as financial inclusion, debt justice or energy.
- First-hand experience of poverty and inequality.
- Experience of involving people with first-hand experience of poverty and inequality in campaigns/policy work.
- Experience of research and/or policy work, including influencing decision makers.

WORKING AT TRUST FOR LONDON

Our values

Our values are at the heart of everything that we do. We take a thoughtful, evidence-led approach, and have the courage to tackle difficult issues. We build trusted relationships by listening well and valuing different perspectives. We use our influence responsibly, recognising the importance of sharing power and acting with care. We embrace learning, remain open to feedback and new ideas, and strive to be straightforward, transparent and accountable in everything we do.

Benefits

Alongside the opportunity to help create a fairer London, we offer a supportive, flexible and collaborative environment where people are trusted to do their best work and encouraged to develop.

Flexible working

- Hybrid working with a flexible working policy (minimum 40% in the office, including Wednesdays).
- Modern, well- equipped central London office with collaborative spaces, meeting rooms and quiet areas for focused work.
- Complimentary tea, coffee, fruit and biscuits in our shared kitchen.

Annual leave

- 26 days' annual leave, plus bank holidays (pro rata for part time employees)
- Additional paid leave between Christmas and New Year

Health and wellbeing

- Generous occupational sick pay.
- Employee Assistance Programme, including access to free confidential counselling.
- Life assurance scheme providing a payment of four times your annual salary.

Family support

- Enhanced maternity, paternity and adoption pay.
- Paid dependents' leave.
- Paid compassionate leave.

Pension

- A generous pension scheme with a 10% employer contribution.

Learning and development

- A generous learning and development budget.
- Access to conferences, networking opportunities and professional training.
- Individual coaching to support your personal and professional development.

Travel and lifestyle

- Interest-free season ticket loan.
- Cycle to Work scheme.

Our culture

- Annual team away day and regular social events.
- A collaborative, supportive team where you'll be trusted with responsibility, encouraged to learn and have opportunities to grow your career.

Diversity, equity and inclusion

We are committed to creating an inclusive organisation where everyone is treated with dignity and respect, feels valued and supported, and has a fair opportunity to contribute and thrive.

We want our staff and leadership to better reflect the diversity of the communities we serve. We recognise that some people and communities continue to face barriers to employment and progression, and we are committed to identifying and removing those barriers.

We welcome applications from people of all backgrounds and identities, including people of different ages, sexes, gender identities and expressions, sexual orientations, ethnicities, faiths or beliefs, socio-economic backgrounds, and educational and professional experiences.

We recognise that people's experiences of inequity can overlap and that no two people's experiences are the same. We are committed to making our recruitment processes as fair, accessible and inclusive as possible.

If you need any reasonable adjustments at any stage of the recruitment process, please let us know. You do not need to disclose a diagnosis or provide extensive personal information to request an adjustment.

HOW TO APPLY

If you think we're the right fit for you, we'd love to hear from you.

To apply, please send the following to vacancies@trustforlondon.org.uk, using **Grants Manager** as the subject line:

- **Your CV (max. 2 pages)**
- **Instead of a cover letter, we'd like you to respond to the five questions below. There are no right answers. We're interested in hearing about your experience, what you've learned in your work, what matters to you and how you think about your work. Please answer in your own words and don't worry about making the answers overly formal or polished. Please keep each answer to around 250 words:**
 1. Looking back at the work you've done so far, what has best prepared you for this role? *(Tell us a little about the experience that has shaped you most, what you learned from it, and what you'd bring from that experience to stewarding Trust for London's Poverty Premium portfolio.)*
 2. Tell us about a time when something you were working on seemed straightforward at first, but you realised there was more going on beneath the surface. *(What was the situation? What made you stop and look again? What did you discover, and did it change what you decided to do?)*
 3. What do you most value in the way you work with other people? *(Tell us about how your engagement with a colleague or a partner organisation that has taught you something about how you work with people. It can be something that went particularly well, or something that was difficult of changed over time. What have you learnt from it?)*
 4. What makes you want to work at Trust for London? *(We'd like to hear what draws you to our work and, in particular, to the Ending Poverty Premium portfolio. What is it about the issues we are trying to tackle, or the way we work, that is interesting to you?)*
 5. If you joined us, what would you hope to have achieved or understood by the time your maternity cover role came to an end?

- **The names and contact details of two referees.** Referees will only be approached at the final stage of the process and only with your express permission.

Please also complete our [Equal Opportunities form](#).

The information provided through the Equal Opportunities form is used to help us understand who is applying for and progressing through our recruitment processes and to monitor equality and inclusion. It is kept separate from the recruitment decision-making process.