

Job description: Grants Officer

Duration: 12 months FTC (with possibility of extension)

Salary: O3 level, £32,228

Location: UK / Hybrid

Reporting to: Grants Manager

Department: Network Delivery

Key working relationships: Grants Manager, Grants Officer, Head of Network Development, Network Delivery department, Evaluation and Learning Manager, External Relations, Charity Services, and teams from across the organisation and external stakeholders

Purpose of the job

Reporting to the Grants Manager, you will create a positive impact on young people across the UK by supporting the distribution of unrestricted multi-year grant funding delivered as part of our evolving offer to unlock youth work for all young people. Working with the Grants Manager, you will ensure we deliver at a high quality consistently.

Why work at UK Youth?

UK Youth is a leading charity that exists to widen the reach and deepen the impact of youth work.

We support a network of thousands of youth organisations across the UK to improve young lives every day.

At the same time, we are transforming the policies, investment, and ideas needed to future-proof youth work and outdoor learning for generations to come.

- We back youth work leaders with the evidence, connections, and investment they need to thrive.
- We keep youth work effective with research, large-scale pilot programmes, and professional development initiatives.
- And we work with young changemakers to inspire lasting change in the attitudes of the public and funders.

Key responsibilities

- Support the Grants Manager to deliver our evolving grants and capacity building provision to the youth sector; bringing together our work to ensure a streamlined offer
- Support the grant making process including communications and outreach; application, selection, awarding, distribution, monitoring and evaluation working with the relevant departments.
- Maintain and develop grant management processes through our grant management system, Microsoft Dynamics, and working in partnership with colleagues in Charity Services.
- Develop and maintain processes for creating application forms on our Grant Management System, informing applicants of decisions and tracking grant disbursements.
- Manage applications for funding through our grant management system and provide direct technical support to applicants.
- Provide light touch account management to grantees on specified programmes, as

directed by the Grant Manager, responding to queries in a timely manner and connecting them into opportunities as appropriate.

- Work to distribute our grant funding to a diversity of organisations across the UK, ensuring it is delivered to improve impact and engages diverse audiences
- Lead on delivering grant funding panels and leasing with key stakeholders such as external assessors, and young assessors
- Maintain a grants management system in line with GDPR and manage data
- Support the Grant Manager to ensure we deliver the highest quality consistently.
- Working with colleagues to manage data collection and monitoring processes and ensure activities achieve intended outputs and outcomes on time and to budget
- Establish and build strong relationships with awarded organizations and manage the distribution of funding to grantees and that they complete required monitoring and reporting
- Support the Grants Manager in delivering end-to-end grantee support through the Grants Plus model, including onboarding to the grants platform, developing toolkits, and curating and sharing relevant resources.
- Support the Grants Manager in aligning grants work with wider organisational strategy, including connecting grantees to the broader network, and infrastructure support services.
- Support the Grants Manager to report progress to internal and external stakeholders via meetings, written reports and presentations
- Support the Grants Manager to raise the profile of UK Youth as credible grants distributor through engagement in funder networks and connecting awarded organisations with local networks
- Manage the UK Youth Grants inboxes, responding to all enquiries in a timely fashion
- Communications and Public Affairs
 - Assist the External Relations Department in the development of marketing and communications materials, including the identification of grantees to spotlight through digital storytelling and sharing content that can be used to promote the impact of our work through social media channels
 - Lead the delivery of events to launch and showcase work where applicable, with support from the External Relations Department
 - Work with the Impact Department to provide opportunities for politicians to engage with the projects

Other area of responsibilities

- Deputise for the Grants Manager when required and work closely with colleagues to cover for each other as required
- Ensure children and young people play a strong leadership role across the work
- Keep up to date on new developments and trends within the grant-making and charity sectors as well as youth work and outdoor learning
- Support Grants Manager in design and delivery of training sessions for grantees
- Work with Network Delivery Project Officers and the Network Development Manager to share insights relating to grantees with the wider team
- Manage and operate within the agreed business plan and budget to ensure that departmental targets are met
- Administrative duties including minute taking, arranging travel and booking venues.

- Build relationships with aligned organisations; identifying opportunities to work in partnership where approach
- Represent UK Youth at events and conferences
- Act as an ambassador for the organisation, contributing to the effectiveness of meetings, the sharing of knowledge and experience and the development of UK Youth and its profile
- Ensure UK Youth Health and Safety and Safeguarding and any other appropriate policies are adhered to where necessary
- Work closely with the Project Officers and hold strong relationships with the Impact, Charity Services and External Relations Departments to ensure alignment and a streamlined approach
- Take reasonable care of their own health and safety and for that of others who might be affected by their own work, as required by law and described in the relevant operating procedures and policies
- Undertake any other duties and reasonable requests that are in keeping with the nature of this post.

Officer behaviours and expectations

All staff at UK Youth will demonstrate their commitment to our mission to ensure all young people are equipped to thrive and empowered to contribute at every stage of their lives. They will also be able to fulfil the below expectations and behaviours:

- Be committed to safeguarding principles, and be willing to put the welfare of children and young people at the forefront of your work
- An understanding and belief in the inclusion of all staff, partners and young people irrespective of race, gender, sexuality, age, religion, ability, identity, and experience
- Actively promotes and embeds an understanding of equity, diversity and an inclusive culture
- Able to take personal accountability for key work areas and understand individual accountabilities within work areas back to inform planning and decision making
- Able to identify cause and effect relationships and take a solution focused approach
- Able to be solution focused in their thinking and approach

Person specification: Grants Officer Experience

- Grant management and distribution experience
- Experience in management and development of grant management systems and CRMs
- Experience of quality assurance and due diligence
- Understanding of grant-making principles in participatory and equitable grant-making
- Monitoring and evaluation experience and an understanding of the importance of data in decision making

Knowledge, skills and understanding

- Understanding and empathy of the current issues facing young people and the organisations that support them
- Understanding and skills in managing and developing grant management systems and CRMs
- Strong relationship building skills with the ability to connect with people

- Excellent organisation skills with the ability to manage and take responsibility for own workload, handle multiple priorities and to work independently
- Knowledge of youth work, youth development and outdoor learning
- Knowledge of the UK grant making landscape and the principles of open and transparent grantmaking
- Facilitation and presentation skills

Personal qualities

- Inclusive, collaborative and approachable
- Inspiring, motivating and articulate communicator
- A pro-active approach, self-motivated and enthusiastic with initiative
- A 'can-do' and flexible approach with ability to adapt to changing priorities and manage multiple workloads
- A confident networker and convener of people and organisations
- Positive attitude and adaptable approach to work

This post is subject to receipt of two satisfactory references, an enhanced DBS check and Right to work in the UK. Please note, this job description is subject to change. With any significant change, we will ensure this is discussed with you before any final approvals and or commitments.

This job description does not form part of your contract of employment. You may be required by the organisation to undertake any duties within your skills and capabilities, which the organisation reasonably considers necessary to meet business needs.