



## Grants Officer (6 Month Fixed Term Contract)

### Summary of role

The Grants Officer is a new and integral role within Southwark Charities, created to support the growth and development of our grant-making activity. Working collaboratively with the charity's Grants Manager, the successful candidate will play a central role in supporting the delivery of our grants programmes, at all stages of the grant-making process for community organisations and individuals, from application and assessment through to monitoring, reporting and relationship-building.

We are seeking an organised, proactive and detail-orientated individual, who is able to take the initiative, with experience of managing grants or comparable projects within the voluntary or public sector. The ideal candidate will demonstrate a strong alignment with our organisational values, excellent communication and administrative skills, and a solution-focused approach to their work.

This is a fantastic opportunity to join a small and committed team at an exciting time in the charity's development. The role offers the chance to help shape new ways of working, contribute meaningfully to our impact, and make a real difference to the people of Southwark.

**Location:** St Mary Newington Close, Surrey Square, London, SE17 2LP until 2028, then Edward Edwards' House, Nicholson Street, SE1 0XL.

The post will involve regular travel across Southwark for external meetings and events, including occasional evening and weekend working, and up to 2 days per week remote working.,

**Contract:** Fixed Term, full-time

**Probation period:** Three months

**Reporting to:** Grants Manager

**Salary:** £39,000-£42,000 p/a

**Additional benefits:** 25 days' annual leave plus public holidays pro-rated.

## About Southwark Charities

Southwark Charities can trace its roots back to 1603 with a legacy from John Wrench, the tenant farmer of land now occupied by Stamford Street. Over the past 400 years that original bequest, and over 40 other gifts and endowments, have grown into the organisation which is now known as Southwark (Christchurch & St Mary's) Charities. The charity was formed by amalgamating the charities associated with the parishes of Christ Church (Blackfriars), and St Mary Newington (Walworth). Both parishes had almshouses and other legacies provided such things as bread, beef, tea, sugar and coal to the residents and other poor people in the area.

Our work today focuses on four core areas:

- Provision of residential accommodation for older people.
- Grant-making to community organisations supporting the wellbeing of Southwark's older residents.
- Activities and events for Southwark's older people.
- Providing services to other charities in Southwark, including grant-making support to Rotherhithe Consolidated Charities & the Wakefield & Tetley Trust.

Our values are:

- Care and kindness
- Fairness and inclusivity
- Professionalism and respect
- Excellence and ambition

More information about our work, people and approach can be found [here](#).

## Job description

### 1. Grant administration and assessment

- Support the delivery of Southwark Charities' and Rotherhithe Consolidated Charities' grants programmes, and other charities as applicable, from application through to assessment, award, monitoring, reporting and closure.
- Lead on the assessment of Southwark Charities' small grants (under £5k), Rotherhithe Consolidated Charities' hardship referral grants and pensioner stipends, and contribute to the assessment of larger grants, with oversight and guidance from the Grants Manager.
- Review and assess grant applications against agreed criteria, preparing clear and accurate summaries, risk notes and recommendations to support decision-making.

- Carry out eligibility, due diligence and compliance checks in line with Southwark Charities' policies and procedures, escalating issues or risks as appropriate.
- Provide clear and timely feedback to applicants on the outcome of their applications, including constructive feedback for unsuccessful applicants.

## **2. Financial and compliance support**

- Work with the Grants Manager to maintain accurate records of grant commitments, payments and related financial information.
- Liaise with grantees to collect, check and record bank details and payment information.
- Support the processing and monthly reconciliation of grant payments.
- Support the annual independent certification of Rotherhithe Consolidated Charities' financial statements.

## **3. Monitoring, learning and reporting**

- Maintain schedules for end-of-year and end-of-grant reporting from grantees.
- Monitor grants by reviewing reports, tracking progress against agreed outputs and outcomes, and following up on overdue or incomplete information.
- Support impact measurement and learning activities, ensuring data is collected and recorded consistently.
- Support internal and external reporting, including reports to the Grants Committee.
- Support with periodic reviews or evaluations of the grant programmes.
- Contribute to the ongoing improvement of assessment processes, guidance, and application materials.

## **4. Communications, engagement and governance support**

- Support the promotion of the grant programmes and funding opportunities through websites, email, social media and partner networks.
- Assist with the preparation of case studies and examples of funded work, including photographs, for use in reports, publications and digital channels.
- Support with the production and updating of community funding guides and reports on grant-making activities.
- Support engagement with community organisations, including attending visits, meetings or events as required.
- Provide administrative support for the Grants Committee and Rotherhithe Consolidated Charities' Board meetings, including coordinating papers, agendas and meeting logistics.

- Support the maintenance of records relating to the Grants Committee and Rotherhithe Consolidated Charities' Board membership terms and appointments, and grant governance recruitment processes.

## **5. Wider organisational responsibilities**

- Commit to the mission, values and objectives of Southwark Charities, ensuring these guide all work and decision-making.
- Work collaboratively with colleagues across Southwark Charities to align role-specific activity with wider organisational priorities.
- Comply with all organisational policies, procedures and codes of conduct, including safeguarding and data protection requirements.
- Ensure that a commitment to diversity, equity and inclusion is reflected in all areas of work and behaviour.
- Attend and actively participate in regular line management check-ins, team meetings and organisational events, preparing updates and discussion topics as required.
- Maintain accurate and up-to-date records across CRM systems, project management tools, impact measurement frameworks and other internal databases.
- Prepare and contribute to reports, briefings and updates, as appropriate.
- Represent Southwark Charities at meetings, events and external engagements.
- Commit to ongoing personal and professional development, including reflecting on feedback and learning from experience.
- Carry out any other reasonable requests to support the best interests of Southwark Charities.

## **Person specification**

### **Essential skills, experience and knowledge**

- Commitment to the mission and values of Southwark Charities.
- Experience of supporting or delivering grant-making, funding programmes or project management within the charity sector or public sector.
- An understanding of the principles of fair, transparent and effective grant-making.
- Experience of maintaining accurate records and managing administrative processes.
- Strong organisational skills, with the ability to manage multiple tasks, deadlines and priorities effectively.
- Excellent written and verbal communication skills, with the ability to communicate clearly and sensitively with a range of audiences.
- Good attention to detail and accuracy, particularly when handling data, documentation and financial information.

- Ability to work collaboratively as part of a small team, while also managing day-to-day responsibilities independently.
- Confidence in supporting meetings, including preparing papers, taking actions and coordinating logistics.
- Confidence in using digital systems and databases to record, manage and report information.
- Integrity, discretion and professionalism when handling sensitive or confidential information.
- A proactive, solutions-focused approach to work, with a willingness to learn and develop in the role.
- Firm commitment to equity, diversity and inclusion.
- Willingness and ability to travel around Southwark and the surrounding areas for meetings and events.

### **Desirable skills, experience and knowledge**

- Experience of working in a grant-making organisation, charitable trust or foundation.
- Experience of monitoring funded projects and contributing to reports and impact information.
- Experience of engaging with community organisations or individuals from a diverse range of backgrounds.
- Knowledge of Southwark and its communities.
- Lived experience which may be relevant to Southwark Charities' mission.

### **Diversity, equity and inclusion**

Southwark Charities is committed to building a diverse, equitable and inclusive team which reflects the communities we serve. We welcome applicants from all backgrounds, experiences and identities.

### **Safeguarding and values**

Southwark Charities has a strong commitment to safeguarding. All team members must always act in a manner consistent with our values and in compliance with our policies and procedures, including our Code of Conduct and Safeguarding Policy.

The successful candidate will be required to provide two professional referees and to undergo a standard DBS check.

## Recruitment process

Candidates should provide a CV and a covering letter (maximum 2 pages) outlining why they want to work for Southwark Charities, their relevant skills and experience, and an indication of when they would be available to start in the role.

Applications should be sent to Matthew Allgood at [grants@southwarkcharities.org.uk](mailto:grants@southwarkcharities.org.uk) titled "Grants Officer application – [applicant's name].

The deadline for applications is **9am on Monday 8<sup>th</sup> June 2026**.

Interviews for shortlisted candidates are scheduled to take place during the week of 22<sup>nd</sup> June 2026.

Candidates must have permission to work in the UK. Unfortunately, we are unable to sponsor visa applications.