



# Grants Officer

A Better future  
[www.youthoptions.org.uk](http://www.youthoptions.org.uk)

Part funded by





**Empowering and inspiring**

**Children and Young People**

Youth Options works with children and young people across Southampton and west Hampshire. We believe that all children and young people can achieve a better future if given the chance. You can help us achieve that vision.

Our mission is to support children and young people to engage, develop and become empowered to achieve a better future. We believe that every young person has the potential to realise their abilities and aspirations and make a valuable contribution to their communities.

We focus our work on three key areas:

**Prevention:** supporting children and young people to engage positively with their friends, family and local community, particularly in areas of need through street-based and centre-based youth work.

**Targeted action:** one to one and group support focusing on achieving positive outcomes including engagement children and young people in nature-based, outdoor learning.

**Progression opportunities:** supporting young people to take personal responsibility for their future through gaining qualifications, volunteer placements and employability programmes.

# Why us?

Our staff care passionately about supporting children and young people. We see the potential in our staff and support everyone through training to ensure they have the skills they need to help children and young people achieve.

91% of staff say we are living our charity's values and behaviours.

- Generous annual leave (minimum of 32 days holiday a year, increasing with length of service)
- Additional time off at Christmas
- Fair rates of pay (starting salaries aligned to Living Wage Foundation)
- Company pension scheme
- Health care scheme
- Options for flexible working
- Annual staff away day
- Annual whole staff team building day
- Comprehensive and ongoing training
- Investors in People accreditation
- Christmas Party and other socials

## Equality and Inclusion

We are committed to making sure Youth Options is a safe place for all our staff. Diversity and inclusion are celebrated across the organisation. Our aim is for all staff and volunteers to bring their true self into the work place.

## Safeguarding

Our work with children and young people and keeping them safe is the most important thing we do. We are committed to the safeguarding of children in all areas of our work. Successful applicants will be expected to be compliant and sign up to our Safeguarding policy.



# Our Values

## We are positive role models because we...

- are committed to enabling children and young people to achieve a better future.
- create a supportive and welcoming environment for children and young people, families, colleagues, and delivery partners.
- encourage children, young people, families, and colleagues to realise their own potential.

# Be the Difference

**Contract Type:** Permanent  
**Location:** Head Office/Hybrid  
**Hours:** Full Time - Part time would be considered for the right candidate  
**Reports to:** Head of Fundraising and Marketing  
**Starting Salary:** £26,325 - £28,275



## The Role

This is a fantastic opportunity to support our Grant Fundraising programme.

We are in a key point of our strategy, expanding our programmes to support more young people than ever before. To do this, we need to focus on building on the success of our grants programme to expand our income.

The role will work closely with the Head of Fundraising and Communications to build on our existing grant programme. They will focus on researching new opportunities, liaising with the delivery team for project ideas and working with them to create impact reports, and taking the lead on lower level grant applications.

This role is part funded by The National Lottery Community Fund



# Responsibilities

## Grant Applications

- Write fundraising applications for grants under £10,000.
- Support the development of our unrestricted and core application to send to family foundations.
- Support the Head of Fundraising and Communications with larger grant applications.

## Research and Prospecting

- Create pipeline of potential funders
- Work with the delivery teams to create a list of potential projects to fund.

## Stewardship

- Create and send detailed impact reports to funders on time and in line with their requirements
- Build and maintain meaningful relationships with our supporters
- CRM Management



## Other

- Manage workload to reach fundraising targets while keeping within budget
- To attend team meetings and liaise on a regular basis with other team members to ensure targets are being met
- To attend internal and external meetings as required
- To ensure the Head of Fundraising and Communications receives correct information for inclusion into relevant returns and monitoring reports

## Monitoring and Evaluation

- Ensure all gifts and donations are appropriately acknowledged and enquiries are dealt with in a timely manner
- Research and develop new ideas and opportunities for fundraising and awareness raising events
- Keep up to date with local developments and issues relevant to Youth Options' Fundraising Programme

## General

- To undertake relevant training as necessary to enhance personal skills and professional development
- To work evenings and weekends as required
- To be familiar with all, and work to Youth Options' policies and procedures
- Comply with any reasonable request from their line manager

## Health & Safety

- To implement the health and safety policies for their area of work
- To ensure risk assessments are carried out for all activities undertaken in their area of work
- To identify and report safety related problems
- To ensure that the correct procedures are followed for incidents/accidents

Under the Health & Safety at Work Act, all employees are required to take care of their own health and safety and that of other employees in complying with their statutory duties. It is the responsibility of the employee to ensure that they are familiar with and work to the Youth Options' Health & Safety Policy.



## Equality and Diversity

Youth Options operates under an Equality and Diversity Policy and it is the responsibility of the employee to ensure that they are familiar with this policy and understand their responsibility to adhere to it in their daily working practice.

# Person Specification

## Experience

- Working in a similar events or fundraising role
- Working with people and building up relationships across different audiences

## Knowledge

- Funding and charitable sectors
- Proven track record of developing and managing relationships
- Aware of opportunities in the local area
- Computer literate in MS Office
- Previous use of CRM systems

## Essential Skills and Competencies

- Outstanding writing skills and ability to write clearly and concisely
- Outstanding organisational skills and attention to detail
- Outstanding communication skills
- Outstanding networker capable of developing relationships
- Able to plan, prioritise and manage a varied workload
- Ability to work well under pressure and to deadlines
- Able to effectively represent Youth Options and promote core brand messages
- A creative thinker who can bring fresh outlook and ideas
- Collaborative, able to work in a small, informal team

## Personal Qualities:

- Strong affinity with our values of being committed, supportive and inspiring
- Confident, approachable, friendly person
- Highly motivated, with ability to work independently and act on initiative
- Flexible and adaptable
- Willingness to learn and offer a positive approach to the work at hand
- Ambitious and target driven

## Other:

- Ability and willingness to work flexible hours including evenings and weekends
- Ability to drive and access to own vehicle

# How to Apply

Please complete a Youth Options application form and email to [admin@youthoptions.org.uk](mailto:admin@youthoptions.org.uk); please use the job title and your name in the subject line of the email.

## Timetable

1. Applications will be reviewed as they are received, and successful applicants invited to interview.
2. Application deadline: 17th June 2026.  
**Applications are being reviewed on a rolling basis.**
3. 1st stage interview will take place from the 22<sup>nd</sup> June.

1. Applicants who have not already done so will be asked to complete an application form prior to interview in order to comply with safer recruitment guidelines

In your application e-mail, please highlight any dates when you will not be available or might have difficulty with the indicative timetable.

Should you need any adjustments to the recruitment process please contact us.



## Queries

If you have any questions about the role or the application process, please contact [admin@youthoptions.org.uk](mailto:admin@youthoptions.org.uk) or 01794 525510

## Pre-employment Checks

Employment with Youth Options will be subject to the following checks prior to your start date

- a satisfactory police record check to include a Disclosure and Barring Service (DBS) check
- receipt of two satisfactory references
- proof of eligibility to work in the UK

Youth Options believes passionately that children and young people should have the opportunity to realise their potential, no matter what their life circumstances. We empower them to develop their social and emotional well being, improve engagement with learning and make positive choices for a better future.

Each year we work with thousands of children and young people to achieve this aim.

Our highly skilled Youth Support Workers and Outdoor Learning Leaders inspire young people to realise their potential and connect with nature. We also work with families and run a number of preschools, breakfast, and after school clubs to help children get the best start in life.

# A Better Future

Suite 4 Crescent House, Yonge Close, Eastleigh SO50 9SX  
E: [enquiries@youthoptions.org.uk](mailto:enquiries@youthoptions.org.uk) - T: 01794 525510

Youth Options is a company limited by guarantee 3184237. Registered Charity No. 1056463.

