

Will Charitable Trust

Job Description

Job Title	Assistant Grants Administrator
Contract	12 months fixed, with the possibility of extension/permanent basis
Salary	£34,000 per annum (pro rata)
Hours	Part-time 15 hours per week
Location	East Molesey KT8 9BE
Annual Leave	25 days paid annual leave (pro rata)
Benefits	4% employer annual pension contributions

About Us

The Will Charitable Trust was established in 1990 by private philanthropy as a charity making grants to other charities. Our aim is that people experience less isolation because they have meaningful opportunities to connect, feel supported and be part of a community. We do this by funding charities whose work is within three fields with projects based in England: blind care, long term care of people with learning disabilities and cancer care.

This is an exciting time to join the Trust and contribute to our new strategy and deliver meaningful impact in our three grant-making fields. We are a small, dedicated team and the right candidate will contribute positively to our values and help shape our future direction. The role will suit someone who loves making a difference.

About the Role

As Assistant Grants Administrator, you will support the Trustees in the smooth and efficient delivery of the Trust's grant-making programme, helping ensure that funding reaches grantees efficiently, responsibly and in line with Trust's values and grant-making policies.

Reporting to the Grants Administrator, you support with the coordination of the grant-making cycle, support grantees throughout the grant lifecycle, and help maintain the systems, processes and relationships that underpin the Trust's grant-making programme.

Key Responsibilities

Grant Programme Delivery

- Support the delivery of the Trust's grant-making programmes.
- Support the coordination of the grant-making cycle, ensuring documentation, timelines and communications are delivered on time.
- Prepare grant recommendation reports, grant notifications and other grant documentation for review by the Grants Administrator.
- Maintain accurate and up-to-date grants management records.
- Provide a prompt and helpful service to potential applicants and respond to enquiries.

Monitoring & Reporting

- Coordinate the receipt of grant applications and update reports from grant applicants and grantees.
- Maintain accurate monitoring and reporting records.

Managing Relationships

- Build and maintain positive, responsive relationships with existing and new grantees.

Sector Expertise

- Maintain an up-to-date understanding of developments in the Trust's 3 grant-making fields and the wider charity sector.
- Share relevant sector insights with the Grants Administrator and Trustees to inform the Trust's work.

What Success Looks Like

- Smooth delivery of grant-making programmes, with all processes completed on time and to a high standard.
- Accurate, up-to-date grant records and documentation maintained.
- Positive, trusting relationships with existing and potential grantees built on transparency and respect.
- Grantee reporting, impact and learning are captured accurately and shared to support learning.

Essential Skills and Experience

- Strong written and spoken communication skills, with the ability to build positive internal and external relationships.
- Excellent administration and organisational skills, with attention to detail and the ability to manage multiple tasks.
- Confident using a range of applications including Microsoft Office (e.g. Windows, Excel, Access).
- A good level of numeracy skills.
- A proactive approach, with the ability to work independently, manage competing priorities and take ownership of tasks.

Desirable Skills and Experience

- Experience within a charity, grant-maker, or non-profit environment.
- Experience of charity monitoring and evaluation, and/or impact measurement.

Application Process

To apply, please submit a CV and one-page, tailored cover letter to:

grantsoffice@willcharitabletrust.org.uk

The cover letter should clearly demonstrate how your skills, experience, and qualifications align with the key responsibility areas outlined above. The Will Charitable Trust is an equal opportunities employer.

Application deadline: close of business Tuesday 27th October 2026

Interviews: during weeks commencing 2nd & 9th November 2026