

Job description: Grants Officer

Duration: 6-month fixed term contract (potential for extension)

Salary: O3, London, £28,000

Location: Flexible

Reporting to: Head of Grants

Department: Design and Delivery

Key working relationships: Design and Delivery department, teams from across the organisation and external stakeholders

Purpose of the job

Reporting to the Head of Grants, you will create a positive impact on young people by supporting the distribution of grant funding delivered as part of our evolving offer to the youth sector. Working with the Head of Grants, you will ensure we deliver at a high quality consistently.

Why work at UK Youth?

UK Youth is a leading charity that exists to ensure all young people are equipped to thrive and empowered to contribute at every stage of their lives. We work with others to ensure that the youth sector is strengthened, supported, and that provision is youth-led, evidence-informed and delivers high-quality outcomes. UK Youth plays a unique role in addressing; the lack of investment in the youth sector, the lack of cross-sector understanding in how youth work makes a difference and the limited opportunities to embed effective solutions. These factors lead to mass inequality of access to youth services for young people.

Key responsibilities

- Support the Head of Grants to deliver our evolving grants 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
- Work with the Collective Action Department 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
- Maintain a grants management system in line with GDPR and manage data
- Support the Head of Grants to ensure we are delivering the highest quality consistently.
- Working with the Research and performance Department manage data collection and monitoring processes and ensure activity achieve intended outputs and outcomes on time and to budget
- Establish and build strong relationships with strategic stakeholders, including awarded organisations and manage the distribution of funding to grantees and that they complete required monitoring and reporting
- Support the Head of Grants to report progress to internal and external stakeholders via

- meetings, written reports and presentations
- Support the Head of Grants to raise the profile of UK Youth as credible grants distributor through engagement in funder networks
 - Manage the UK Youth Funding inbox, 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 Collective Action Department to provide opportunities for politicians to engage with the projects

Other area of responsibilities

- Deputise for the Head of Grants 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
- Work with the Head of Grants in setting and working within the annual budget and targets for all activity
- Manage and operate within the agreed business plan and budget to ensure that departmental targets are met
- Maintain budgets as appropriate
- 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 Officer and Design Project Officers and hold strong relationships with the Research and Performance Department, Collective Action Department and the External Relations Department 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 focussed approach
- Able to be solution focussed in their thinking and approach

Person specification: Grants Officer

Experience

- Demonstrate grant management and distribution experience
- Experience of quality assurance
- 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
- 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
- Significant knowledge of youth work, youth development and outdoor learning
- Knowledge of the UK grant making landscape

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
- 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.