



**The Armed Forces Covenant Fund Trust is recruiting for a Grants Officer.**

**The Armed Forces Covenant Fund Trust is a grant making charity which supports the Armed Forces Covenant by funding projects which address specific priorities.** The Trust is committed to learning from and sharing the achievements of its grant holders and the impact of its funding programmes. To find out more about our work please visit our website <https://www.covenantfund.org.uk/>

The Grants Officer will be responsible for supporting all aspects of the Trust's grant making, including undertaking assessments, presenting recommendations for decision-making and building relationships with grant holders to ensure terms are fulfilled and funds properly managed. Previous experience of working in a charity or not for profit organisation is required, as is knowledge of either grant making or contract management. A personal knowledge or experience of the armed forces would be an advantage, and applications will be welcomed from former serving personnel who meet the key criteria. The successful candidates will have an interest in, and commitment to, the difference that charities can make.

The Trust welcomes applications from across the UK. These are home working roles and applicants will be expected to be able to confirm that they are able to work in this way (IT and any essential equipment will be provided). Attendance at occasional (fewer than 4 per year) meetings or awaydays will be expected – these could be in London or elsewhere in the UK, and the Grants Officers may also have the opportunity to make occasional project visits to monitor grant progress. The Trust is committed to being an equal opportunities employer and to providing development and training opportunities.

Salary in the range £30-35k pa depending on experience (plus pension contribution and other benefits).

### **How to apply:**

Applications should take the form of a letter (no more than two pages of A4) providing evidence of how you meet the person specification and a CV. Please also indicate how soon you might be available to start if your application is successful.

### **Timeline**

Applications should be submitted via our recruitment portal at <https://system.citrushr.com/Job?uid=zgjkdvdejgqxbvcyhow> by 9am on Monday 15 September. Shortlisted candidates will be invited to attend interviews which are expected to be conducted either the same week or the following week by video conference.

We recognise that we're a predominantly white workforce and are genuinely committed to encouraging applications from diverse communities in order to improve the service we provide. We're not just searching for skills but also how a candidate could uphold our values and enhance our culture, therefore, even if you don't think you meet all the skills criteria listed in our job descriptions, we'd still like to hear from you.

We are an equal opportunities employer. If you require any additional support or reasonable adjustments at any stage of the recruitment process, please let us know via [info@covenantfund.org.uk](mailto:info@covenantfund.org.uk) and we will do our utmost to accommodate you.

Previous applicants are welcome to reapply.

## **Grants Officer (Aug 2025)**

### **Summary of role**

Responsible for supporting all aspects of the Trust's grant management and contributing to the wider development of the Trust's grant making and related activities.

Salary in the range £30-35k pa depending on experience (plus pension contribution and other benefits)

### **Main duties**

- Contribute to managing all grant programmes within the team's portfolio of funds.
- Undertake assessment of applications and present recommendations for decision-making.
- Undertake post-award grant management, exercising judgement about where variances, changes or problems can be agreed or need further consideration or authorisation to ensure deliverables are achieved.
- Provide operational support to the Trust's grant management processes, taking day to day responsibility for regular tasks, including but not limited to, activities such as co-ordinating external assessors, organising moderation meetings, and post-Board correspondence
- With colleagues, ensure that all data held in respect to grants and grant holding organisations is well managed.
- With colleagues, continually review grant making procedures and systems and recommend improvements to contribute to the team's efficiency and effectiveness and provide a quality service to stakeholders.
- Contribute to the creation of application, assessment, and post-award management materials, and to the development of all aspects of new funding programmes.

- With colleagues across the Trust develop use of the Trust's online grant management system to improve effectiveness and efficiency of grant making
- Initiate ideas and collaborate with colleagues to undertake appropriate work to pursue ways to add value to the Fund's grant making.
- Contribute to the Fund's development by being alert to, and developing a good understanding of, relevant issues relating to the Covenant, the voluntary sector and grant making.
- Manage own workloads and collaborate with colleagues on shared tasks and projects, to ensure milestones and targets are met.
- Any other duties as reasonably expected.

## **Person specification**

### **Essential:**

- Experience of working for a charity or not-for-profit organisation.
- Experience and knowledge of grant making and/or contract management in a not-for-profit environment.
- Ability to use judgement in analysing written and financial information.
- Experience of preparing and presenting financial and written reports to colleagues and seniors.
- Excellent MS Office skills (Word, Excel, PowerPoint) and experience of using databases.
- Excellent organisational and administrative skills.
- Ability to multi-task, work in a dynamic environment and to remain calm under pressure.
- Ability to deal with sensitive and/or confidential information.
- Excellent written and verbal communication skills.
- Ability to work independently as well as in a team.

### **Desirable:**

- Grant making experience for a charitable trust or foundation, or public sector grant maker.
- Evidence of having contributed to the improvement of operating procedures in relation to data and/or financial management
- Working knowledge of grant management systems – ideally BBGM (formerly known as GIFTS) or Customer Relationship Management systems
- Evidence of interest in and commitment to the work of the Trust.
- Personal knowledge or experience of the Armed Forces community.