**Job Title:** Grants Officer  
**Function/Team:** Charity Grants  
**Location:** Great Queen St, London  
**Accountable To:** Charity Grants Manager  
**Direct Reports:** None  
**Team Size:** 6  
**Geographic Working Area:** England & Wales.

**Peers – Own Team/Department:**  
1 x Enquiries Officer  
1 x Grants Officer – Provincial Support  
1 x Senior Grants Officer  
**Peers (Other Departments):** Administration, Communications and Finance.

**Budget Responsibility:** £0  
**Description of Budget:** N/A

**Job Purpose:**  
Prepare and deliver all aspects of the First Stage Large Grants programme.  
Assist with the Small Grants programme.  
Assist with general charity grants enquiries and support charities with the application process.  
Carry out assessment for all First Stage Large Grant applications and prepare summary papers.  
Carry out charity assessment visits when required.  
Prepare briefings and standard information about the Charity Grants programmes as required.  
Any other ad hoc duties as required.
**KEY RESULT AREAS:**

<table>
<thead>
<tr>
<th>What are the key outputs of the job? (What results do you leave behind?)</th>
<th>What are the success measures of the job? (How will we know if you have done your job well?)</th>
<th>What are the main tasks of the role? (What skills are you required to have?)</th>
<th>What are the main decisions that you are required to make in your job?</th>
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<tr>
<td>1. Improvement to the wellbeing of some people in society.</td>
<td>• Positive outcomes achieved leading to reduced need and/or changes in circumstances reported by charities in the monitoring and evaluation process. • Positive impact on some people in society - proportionate to funding spent. • Engagement and positive feedback from the Masonic Community. • Increased support for local and national charities working to relieve poverty, disadvantage and distress to bring about positive change in society.</td>
<td>• Assess First Stage Large Grant requests and measure them against the Charity Grants criteria. • Present assessment reports to the Head of Charity Grants, Charity Grants Manager and staff panel. • Assist with assessment of Small Grants and other programmes as required • Research social need ensuring selection of appropriate charities. • Contact applicants to inform them of the outcome of their First Stage Large Grant application.</td>
<td>• Make recommendations to the Charity Grants Manager and Head of Charity Grants. • Identify charities which require assessment visits and decide which require extra support. • Identify projects which could be put forward for significant grants.</td>
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<td>2. Broad portfolio of charities supported which appeal to the Masonic Community</td>
<td>• Broad and balanced portfolio of projects put forward for the second round, demonstrating the MCF target groups which fits with the MCF ethos. • Effective spread of applications spread across the two MCF main grant programmes.</td>
<td>• Objective and analytical ability to measure the impact and demand of services in proportion to need and geographical locations. • Analyse and evaluate geographical spread and allocation of budget to ensure sufficient division of funds can be met in the</td>
<td>• Identify areas of England and Wales requiring support to apply to MCF, ensuring a geographical spread of grants. • Identify a balance of projects, including innovative and standard projects, to be put forward</td>
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| 3. Well known and established Charity Grants programmes within the third sector | • Increased interest from a broad range of charities including more regional organisations.  
• Increased number of applications from unknown charities.  
• Positive findings from charities surveyed about MCF.  
• Increased publicity of grant programmes in the local media and third sector. | • Active role in the development of applications provided by potential grantees.  
• Build relationships between MCF and grant holders.  
• Actively promote and represent the Charity grants programmes in the third sector as required. | • Recommend appropriate charities to submit applications.  
• Identify and recommend to Charity Grants Manager and Head of Charity Grants any appropriate grants which could be used for publicity purposes. |
|---|---|---|---|
| 4. Efficient and reliable First Stage Large Grants programme and other programmes | • All First Stage Large Grant and Small Grant applications assessed within the designated timeframe.  
• Potential grantees and grant holders feeling supported and encouraged by MCF.  
• All First Stage Large Grant applications and Small Grants applications fulfilling the department criteria. | • Prompt response to all grants enquiries.  
• Advise charities on how to highlight their work and support them through the application process.  
• Help charities to learn about the Charity grants Programmes.  
• Accurate and timely assessment of applications. | • Recommend which charities to advance to the next stage of application process.  
• Identify charities which require extra support.  
• Identify charities which do not fit criteria as quickly as possible. |
| 5. Good relationships built with the Masonic Community, including engagement with the Large Grant Programme. | • Greater understanding of the two main grant programmes.  
• Increased masonic awareness of grants within their area.  
• Increased awareness of potential grant opportunities.  
• Masonic members feeling well supported and satisfied with information provided on grant programmes.  
• Satisfied feedback about CG department from freemasons via survey findings. | • Assist with preparing summary papers to go to metropolitan and provinces after approval of grant programmes.  
• Provide information and prepare briefs for Masonic members on request.  
• Actively encourage masonic involvement with awarded grants within their location.  
• Actively encourage masonic members to put applications forward for grants.  
• Disseminate briefing material to masonic community as requested.  
• Research charities on request from freemasons. | • Identify relevant information to inform metropolitan and provinces about the grant programmes.  
• Identify charities which may benefit from masonic involvement. |
**PERSON SPECIFICATION:**

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<th>Requirement</th>
<th>Essential</th>
<th>Desirable</th>
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<td><strong>Education</strong></td>
<td>• A Levels – or equivalent qualifications.</td>
<td>• Degree level - or equivalent qualifications.</td>
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<td><strong>Experience</strong></td>
<td>• Relevant experience within the third sector.</td>
<td>• Experience of grant-making within the third sector.</td>
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<td>• Experience of one or more of the Charity Grants themes.</td>
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<tr>
<td><strong>Knowledge</strong></td>
<td>• Working knowledge of databases</td>
<td>• Understanding of Freemasonry</td>
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<td>• IT literate – Microsoft Office</td>
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<td><strong>Skills</strong></td>
<td>• Analytical Skills</td>
<td>• Presentation Skills</td>
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<td>• Organisational Skills</td>
<td>• Research Skills</td>
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<td>• Report writing</td>
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<td>• Accuracy</td>
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<td>• Good telephone manner</td>
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<td>• Numerate</td>
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**Note:** This job description is developed as a general guideline for what is required in this role, and is not a definitive statement. The operational requirements of the organisation as well as annual objectives will influence the requirements of all jobs and employees. In other words, job holders will be expected to carry out reasonable tasks required of them, over and above what is described herein. This job description is also subject to review and change from time to time, subject to discussion with the post holder(s).

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<tr>
<th>Action:</th>
<th>Name:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Reviewed by:</td>
<td>Katrina Kerr</td>
<td>05 March 2020</td>
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