
JOB DESCRIPTION

Job Title: Grant Officer

Grade: C

Department: Impact Accelerator – Giving and Impact Services

Main purpose of role:

To support the delivery of CAF's grantmaking portfolio, across a range of programmes, working primarily with the Grantmaking Delivery Managers and other Grant Officers as the team works to accelerate progress in society through impactful grantmaking. The Grant Officer actively supports in the operational design, delivery and review of effective grantmaking programmes and impact approaches, taking the lead in the delivery of day-to-day requirements of programmes and communications with the supported charities.

Responsible to: Grantmaking Delivery Manager

Budgetary responsibilities: None

Responsible for: None

Key Job Responsibilities:

- Supporting the Grantmaking Delivery Managers and wider team in the delivery of specific grant programmes and activities across the portfolio
- Working with Grantmaking Delivery Managers and the Grant Officers to ensure accuracy and consistency across all processes
- Working with multiple teams across CAF to ensure timely and effective delivery of the grant programmes delivered by CAF
- Database management and grants administration, including maintaining and updating records in the online grant making system, Blackbaud Grant Making
- Supporting Grant making Delivery Managers in managing and monitoring the programme budgets
- Responding to enquiries from applicants, grant holders and CAF clients
- Coordinating mechanisms to build and manage relationships with key clients and stakeholders, and developing day to day relationships with grant holders
- Documenting key decisions from meetings with a diverse group of stakeholders and making recommendations for action points

- Supporting the assessment of grant applications, providing knowledge and opinion to advise decision making and quality standard requirements
- Preparing reports, presenting analyses and producing content on programme activities for internal and external purposes
- Working with colleagues across the Impact Accelerator, including our Impact Consultancy and Social Investment teams, to support delivery of CAF's theory of change and an impact-led approach
- Contributing to new ideas and ways of working to develop new models, processes and use of technology to enhance CAF's delivery of grant programmes
- Reviewing and strengthening internal processes to streamline communication and decision making among different stakeholders and teams
- Supporting programme review and governance processes
- Contributing to contract creation, contract renewals and proposals for new work
- Supporting the project management of multiple programmes ensuring contracts are delivered in a timely manner with efficient client issue resolution, resulting in high level satisfaction
- Representing CAF at client meetings, and internal/external events where needed
- Supporting the Grantmaking Delivery Managers to promote CAF's grantmaking programmes and services, business growth and cross-selling opportunities.

CAF Values and Behavioural Indicators

The CAF Values and Behavioural Indicators set out in a transparent and consistent manner the explanation of the performance expectations of all CAF People. Through the use of common language and common standard, it combines a set of behaviours with the required technical skills and knowledge needed to effectively perform in any given role in CAF. This is used for the assessment, management and development of performance of all our people across CAF

Please refer to the link: [CAF values and indicative behaviours](#) for the CAF Values and Behavioural Indicators.

Date: May 2026

PERSON SPECIFICATION

Job title: Grant Officer

Date: May 2026

| Attributes | Essential ✓ | Desirable ✓ | How Evidenced ⁺ |
|--|---------------------------------------|----------------------------------|---|
| Experience <ul style="list-style-type: none"> • In-depth role in administering community, national or international grant programmes • Tracking and recording programme progress through database management • Streamlining processes to maximise efficiency • Supporting Advisory Boards and Decision Making panels for large grant programmes • Experience of one or more of the following areas ○ <ul style="list-style-type: none"> Programme co-ordination ○ Grantmaking assessments/due diligence ○ Organisation and administrative management ○ Stakeholder management ○ Research | ✓ ✓ ✓ ✓ ✓ | ✓ ✓ | A/C A/C A/C A/C |
| Qualifications <ul style="list-style-type: none"> • A level standard or equivalent relevant experience • Degree level or equivalent relevant experience | ✓ | ✓ | A/E |
| Specialist Skills / Ability / Knowledge <ul style="list-style-type: none"> • String understandong of the civil society sector and networks • IT proficient particularly within Microsoft Office • Proven time and project management capability • High level project management • Ability to prioritise effectively • Ability to develop new tools, approaches and infrastructures to meet client needs or CAF requirements (reports, data requirements, etc) • Ability to identify and mitigate risks within the delivery of grantmaking programmes • Detailed use of any database software • Experience of Blackbaud Grantmaking or another grant management system or database software | ✓ ✓ ✓ ✓ ✓ | ✓ ✓ ✓ ✓ | A/C/T A/C/T A/C/T A/C/T A/C/T A/C/T A/C/T A/C/T A/C/T |

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| <p>Communication</p> <ul style="list-style-type: none"> • High level communication skills (written and oral) • Ability to adapt communications to suit the audience: corporates, decision making panels, a wide range of UK and international charitable organisations, donors, senior management • Ability to collaborate positively and effectively with colleagues, other departments and other organisations | <p>✓</p> <p>✓</p> <p>✓</p> | | <p>A/C/T</p> <p>A/C</p> <p>A/C</p> |
| <p>Personal Qualities</p> <ul style="list-style-type: none"> • Ability to manage an extensive and varied workload with competing deadlines • Collaborative approach • Self motivator/starter with a can do attitude • Flexible and adaptable • Ability to work across an organisation to deliver the best possible solution | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | | <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> |
| <p>Prior to Appointment All posts:</p> <ul style="list-style-type: none"> • Credit Check • Dow Jones Check • Basic DBS Check • Employment References • Medical Clearance • Right to Work in the UK | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | | <p>R/E</p> |

Key

R = References, E = Evidence/Certificates, A = Application, C = Competency Interview, T = Testing/Assessment