
JOB DESCRIPTION

Job Title: Grantmaking Delivery Manager

Grade: D

Department: Giving and Impact, Impact Accelerator

Responsible to: Senior Manager – Grant Making Operations

Main purpose of job:

The Grantmaking Delivery Manager will lead the end-to-end operational design and delivery of a range of grant programmes from CAF’s diverse portfolio, working closely with key stakeholders and partners to ensure programmes run efficiently and deliver meaningful impact.

Budgetary responsibilities:

Day to day management of programme budgets. Lead operational responsibility of additional grant programme budgets and distribution, as identified by the Senior Manager – Grant Making Operations.

Responsible for: Responsible for up to two Grant Officers

Key Job Responsibilities:

- **Programme Delivery:** Lead the operational design and delivery of designated grant programmes, managing the full end-to-end cycle. This includes implementation, day-to-day delivery, integration of operational learning, and programme closure. Collaborate with grantmaking colleagues and internal teams to ensure smooth and effective delivery.
- **Grantmaking Lifecycle Management:** Oversee the full grantmaking lifecycle for specific programmes, ensuring each application and grant is processed, monitored and supported effectively.
- **Project Management Leadership:** Act as delivery lead for assigned programmes, using agile and structured project management approaches to ensure timely and high-quality execution.
- **Systems Stewardship:** Identify and champion the effective use of the grantmaking portal, related systems and tools to enhance delivery efficiency, potential for impact and data accuracy.
- **Process Optimisation:** Continuously review and improve grantmaking processes, to strengthen the operational effectiveness of the grantmaking team and reduce the administrative burden on applicants and grant holders, and ensure the grantmaking platform is used to its full potential.
- **Client Engagement:** Represent the grantmaking team in client delivery conversations, working closely with Grantmaking Advisers to ensure programmes meet client satisfaction and maintain strong relationships.

- **Data and Financial Accountability:** Maintain oversight of programme-level data and financials. Ensure accuracy, compliance with reporting requirements, and readiness for audits.
- **Learning Integration:** Capture and share operational insights and programme learnings to inform future programme and operational design and support continuous improvement across the grantmaking team.

Note: The key responsibilities outlined above are not exhaustive, and additional duties within the scope of the role may be required as reasonably necessary.

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.

PERSON SPECIFICATION

Job title: Grantmaking Delivery Manager

Date: January 2026

Attributes	Essential ✓	Desirable ✓	How Evidenced [†]
<p>Experience</p> <ul style="list-style-type: none"> • Experience of managing the operational development and delivery of grant programmes at a local, national or international level. • Experience of delivering government funded grant programmes. • Experience in project management, planning and delivering projects on time. • Experience of managing high-volume workloads and prioritising effectively. • Experience of managing decision making panels for grant programmes. • Significant experience of using a bespoke online grant system. • Experience of database administration and process development • Experience of managing people effectively • Experience of driving process improvements and supporting continuous improvements • Experience working in matrix environments 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> A/C
<p>Qualifications</p> <ul style="list-style-type: none"> • Educated to degree level or equivalent relevant experience • Financial qualification 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> A/E A/E
<p>Specialist Skills/ Ability/Knowledge</p> <ul style="list-style-type: none"> • Strong understanding of the UK non-profit sector • Good understanding of civil society across the globe • Strong understanding of operational grant delivery frameworks and grant lifecycle 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> A/C/T A/C/T

management, including systems and data handling protocols.	✓		A/C/T
• Skilled in grant assessments, with a working knowledge of project finances and impact measurement	✓		A/C/T
• Proficient in Microsoft Office (Intermediate/advanced)	✓		A/C/T
• Strong analytical and numerical skills, with high attention to detail and accuracy	✓		A/C/T
• Ability to analyse performance and devise strategies to enhance outcomes.	✓		A/C/T
• Confident at producing a range of written outputs (reports, think pieces etc.) for diverse audiences	✓		A/C/T
• Skilled in the handling and application of data	✓		A/C/T
• Skilled in grant assessments, with a working knowledge of project finances and impact measurement	✓		A/C/T
• Budget management skills and experience		✓	A/C/T A/C/T
Communication			
• Excellent written and verbal communication skills for internal and external audiences	✓		C
• Ability to effectively represent CAF in both internal and external meetings	✓ ✓		C C
• Strong stakeholder relationship-building skills			C
Personal Qualities			
• Able to work with minimal supervision and prioritise effectively	✓		C
• Self motivated and proactive	✓		C
• Highly organised with strong accuracy	✓		C
• Flexible attitude to work and willingness to support colleagues as needed	✓		C
Prior to Appointment			
All posts:			
• Credit Check	✓		R/E
• Dow Jones Check	✓		R/E
• Basic DBS Check	✓ ✓		R/E

• Employment References	✓		R/E
• Medical Clearance	✓		R/E
• Right to Work in the UK			R/E

Key

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