

## JOB DESCRIPTION

<b>Job Title</b>	<b>Grants and Partnerships Officer</b>
<b>Department</b>	<b>Grants and Partnerships</b>
<b>Reporting to</b>	<b>Head of Grants and Partnerships</b>
<b>Line Manages</b>	<b>N/A</b>
<b>DBS check requirement</b>	<b>DBS Basic</b>
<b>Location</b>	<b>Avonmore Road, London W14 8RR (with hybrid working)</b>

### JOB PURPOSE

The Grants and Partnerships Officer supports the delivery of Independent Age’s grants and partnerships programmes. The role supports our grants activity which awards funds to organisations working with older people living in poverty across the UK. Our individual grants programme provides direct payments to older people in financial hardship, and our advice services partnerships.

Working as part of the Grants and Partnerships Team, the officer will provide comprehensive support to ensure grants and partnerships information, processes and operations are accurate and efficient, and that grantees and partner organisations are well supported through our training programme and other supporting activities. The role will contribute to the ongoing learning from, and evaluation of, the grants portfolio to help inform future funding and partnerships programmes.

### KEY RESPONSIBILITIES

- Assist the funding applications process, including fund promotion, panel organisation and preparation of documentation.
- Conduct due diligence and risk assessments for grant applicants
- Assist financial and compliance operations, including preparing grants payment runs and overseeing reporting deadlines
- Administer the individual grants programme, supporting individuals in receipt of direct funding with their queries, updating records, filing documentation, and preparing payment runs up to 6 times a year.
- Support Independent Age partnerships including referral and services partnerships with reporting, preparing agreements and relationship management.
- Assist in managing communication with grantees, acting as the primary contact for the grants team email inbox, responding to enquiries, and maintaining positive relationships.
- Contribute to monitoring and evaluation of grant programmes, analysing data, and preparing reports.
- Work with Grant Managers and other stakeholders to develop case studies, organise visits, and prepare storytelling materials that can be used to understand impact and

celebrate the grants programme activity.

- Help to prepare reports and presentations to share progress to internal and external stakeholders
- Utilise Salesforce CRM and other tools to maintain accurate records and documentation of grants, partnerships, and programme activities
- Develop clear and consistent communication materials for grantees, Independent Age colleagues and other stakeholders, external newsletters and digital platforms.
- Support the organisation and delivery of training and networking events.

## General Responsibilities

- Embrace diversity and share in our commitment to equality of opportunity and to eliminating discrimination
- Model and embed Independent Age's values and behaviours.
- Share in our commitment to promoting welfare and safeguarding adults at risk of harm and any children or young people connected with them that we may come into contact with through our work.
- Ensure that information is obtained, used and stored in accordance with our Data Protection and Confidentiality policy.
- Undertake any other duties commensurate with the level of the role.

## How We Work

At Independent Age, we live by our values and EDI principles.

Our **values** are:

- Purpose-driven - the experience, needs and views of older people are central to everything we do
- Compassionate - we listen, care and take action
- Expert - our work is evidence-based and solution-focused
- Collaborative - we work in partnership to maximise our impact
- Accountable - we work with integrity and transparency
- Inclusive - we value diversity and always treat everyone fairly with dignity and respect

To put our **EDI Principles** into practice, we will:

- proactively challenge ageism and all other forms of inequality and discrimination throughout all our work.
- celebrate and champion diversity within and outside our charity.
- create a culture where everyone knows that they belong.
- ensure our leaders act as role models and champions.
- promote equity of opportunity for our staff, volunteers and the people who use our services.
- ensure our EDI plan is integral to our annual planning processes to ensure that we deliver our goals.
- collect data on diversity and inclusion to enable us to inform our work and review our progress and impact.
- be accountable and transparent about our progress.
- use our influence to proactively champion EDI internally and with external partners.
- continuously improve, adopt best practice and learn from and share with others.

## PERSON SPECIFICATION

### You should have:

- A good understanding of, or experience in grant funding including knowledge of different types of grants, grant application processes, and grant monitoring and reporting.
- Experience in working as part of a team to deliver projects or programmes of work.
- Experience of organising and managing personal workload and tasks.
- Excellent numeracy and literacy skills with the ability to analyse complex information and figures.
- Great inter-personal and customer service skills.
- Good IT and administrative skills, with great attention to detail and accuracy in your work.
- Demonstrable passion for, and affinity with, our cause.

### Ideally you would have:

- Knowledge or experience of contributing to evaluations.
- Experience in preparing and processing grant or other financial payments.
- Experience of using Salesforce or a similar CRM.