



Senior Grants Officer Recruitment Pack



Senior Grants Officer

£33,000 - £36,000 pro rata

Part-time (30 hours a week)

About us

LandAid has been around since 1986, created by and working with the UK property industry to try and harness a collective desire to do good. Since 2016, our focus has been exclusively on creating a corporate movement within and across the industry to tackle and end youth homelessness.

Our work:

We are one of the only funders focused exclusively on tackling youth homelessness. We are relatively small, but we bring passion and real expertise to the work we do and are keen to build on that reputation and become better wherever we can.

In 2024, we launched a new strategy with a clear ambition to impact the lives of over 10,000 young people experiencing or at risk of homelessness. Already, in this year alone, we are anticipating having impacted nearly 2,000 young people, but this all comes at a time when youth homelessness is on the increase and has been steadily rising for the past 10 years.

We provide funding for accommodation, but also for employability programmes and initiatives. We try to ensure that all grants provide pro bono support from our corporate partners as well, to help funds go further. And we look to find innovative ways to use the assets and resources of our industry to increase social impact. We also need to ensure our impact is informed by solid evidence, either gathered through our own work, or through the work of organisations such as Centre for Homelessness Impact – our CEO is an Evidence Ambassador for the CHI – and this is why we’re looking to support Universal Cash Transfers (UTCs) as a way of making a lasting impact in the lives of those we support.

We collaborate closely within the team and you will support and be supported by colleagues working on our Pro Bono, Employability and Property Donation programmes, so that a more joined up approach, can deliver even greater impact. It’s never just about the money, it’s how we can wrap more value around each element of what we do. Having said that, we’ve awarded over 60 grants this year, totalling over £1.3m, and generating social value of around £25m.

We are committed to the IVAR principles of open and trusting grant-making (<https://www.ivar.org.uk/flexible-funders/>), and are committed to ensuring that our work addresses the specific challenges facing young people from marginalised and minority communities, wherever they exist in the UK. We’ve got a long way to go to meet the expectations we set ourselves to ensure that a genuine and thoughtful understanding of diversity and equity informs our work, and this role will play an important part in making sure we do so.

Our vision:

Our vision describes the specific change in the world we seek to achieve. For us, this is: **An end to youth homelessness in the UK.**

Our mission:

Our mission outlines the specific role that LandAid and our supporters have in helping to achieve our

vision. For us, our mission is: **Uniting the property industry to end youth homelessness**

Our values:

At the heart of the way we work are five clear values. They are that:

- **We are AMBITIOUS**
- **We are RESPONSIBLE**
- **We are TENACIOUS**
- **We are INCLUSIVE**
- **We are CREATIVE**

Governance & oversight:

We are overseen by a Board of Trustees comprising leading figures within the industry, many of whom have worked with and supported LandAid for many years. We have four standing committees to the board covering Finance, Governance & Risk; Fundraising; Nominations; and Grants & Impact. This role will work closely with the Committee to find ways in which members insights, expertise and interest can be used to best effect.

Our supporters and how everything is connected:

We draw support from well-over 200 property and associated companies although that support is tiered. You can find out more about our corporate supporters here: <https://landaid.org/support-our-mission/become-a-partner/>

We also have companies that only support us with pro bono expertise, but many of our core partners provide pro bono as well.

In addition to our corporate donations, we fundraise from events we organise as well as those organised on our behalf by our supporters. We receive impressive levels of support from the property media which helps get our message and calls to action across clearly and consistently. Our grant-making work depends on our ability to fundraise, and our fundraising depends on our ability to both make an impact and communicate it powerfully. The role is key to delivering that impact, but to be successful, you'll need to work closely and holistically with colleagues in both our fundraising and comms teams.

The team

Our team is small (around 20 people) covering fundraising (events and national partnerships), comms, finance and strategic partnerships, and we have a great culture. We score very highly in staff engagement surveys, invest in learning, development and professional progression, we're open to new ideas and offer colleagues considerable autonomy to try things out, and have a collegiate and supportive culture that helps to make us a great place to work.

Job Description

Job Title:	Senior Grants Officer		
Location:	Home working (with occasional work in London)		
Hours:	30 hours		
Grade Band:	Officer	Salary Scale:	£33k-36k pro rata
Reporting to:	Head of Grants		
Direct Reports:	None		

Role Summary & Purpose

Role Summary & Purpose

This post will support the delivery and development of our grant-making programmes. It's an exciting time to be involved with an ambitious and growing organisation that is committed to bringing an entire sector together to create real social change. With a portfolio of existing grants and new initiatives, you will play a key role in helping to coordinate and deliver our future grant-making.

This a remote role, with occasional travel into our offices in London (all expenses covered). There will be opportunities to lead the design and improvement of grants management processes and systems, increase the automation of our ways of working and fully integrate our grants management with Salesforce. You will be responsible for providing regular updates on the progress of grant funded projects and gathering stories that demonstrate how LandAid's support is making a difference to young people in extreme need.

The role will also have key responsibilities in the management of specific grant programmes ensuring they are designed and delivered in line with our strategic goals, our values and our commitment to the principles of open and trusted grant-making.

You will be the main point of contact for our charity partners, naturally supportive with a creative approach to problem-solving. An experienced administrator, highly organised, able to manage a busy workload with excellent analytical skills. Strong communication skills will help build effective and impactful relationships internally and externally.

Specific Responsibilities

1. Support the design and implementation of effective end to end grants management processes, including those relating to application and selection processes; grant offer and payment processes; recording of documentation and data; and reporting and evaluation processes.
2. Helping to streamline processes, make better use of technology and support a move away from heavy administrative processes, including leading data migration into Salesforce.
3. Manage the day to day relationship with our charity partners, providing a timely, friendly and helpful response to communications received via the grants inbox and other channels.

4. Coordinate the life cycle of our grant programmes ensuring programme pipelines are updated, charities are informed of their applications process, and relevant databases are effectively managed. You'll lead on the review and assessment of grant applications, making recommendations to our Grants & Impact Committee.
5. Ensure that grant management and impact data is recorded effectively on Salesforce and corresponds with information held by the Finance team.
6. Help charities to comply with data and information requirements where necessary.
7. Manage all requests for payments, working with the Finance Team to ensure that necessary documentation is completed and processed correctly, and that payments are made in a timely fashion.
8. Support the audit process by providing accurate information on both grants awarded from Restricted and Unrestricted Funds
9. Work with our Fundraising and Partnerships team on joint initiatives, providing grants-based support, advice and information on relevant charity projects and opportunities.
10. Lead the development and delivery of the annual LandAid and StreetSmart partnership, seeking to maximise the impact of grants in line with our strategic objectives.
11. Be the responsible lead in the Grants Team for the Employability Programme grant stream.
12. Work closely with the Head of Grants, Director of Comms and CEO to champion the voice and views of young people with lived experience of youth homelessness. Developing opportunities for meaningful coproduction in a safe and impactful way with a clear connection to LandAid's governance.
13. Provide support on wider initiatives and requests for charity partnerships scoping out and researching relevant charities and projects, assessing their suitability.
14. Work with the Communications and Marketing team to provide simple and insightful content about our grant programmes for internal and external communications, including our website and social media accounts.
15. Be committed to best practice across the grant-making process, making suggestions for improvement and development (where appropriate) and being aware of good practice across the wider grant making sector.
16. Assist in drafting narrative reports and updates for our Grants and Impact Committee and our corporate partners.
17. Be available to attend and help run LandAid events, and also events organised by our charity and third sector contacts, representing the work of LandAid as required.

General Responsibilities

Your principal general responsibilities are to:

1. Be a committed and effective member of the LandAid team
2. To take your own professional development seriously and continually look for opportunities to learn and improve what you do, and how you do it
3. Adhere to our policies and procedures, and working confidently and enthusiastically within our values
4. Carry out any roles and tasks required to support the Head of Grants and the priorities of the charity as requested by Head of Grants, including providing holiday cover as required.

Person Specification

Criteria	Essential	Desirable
Knowledge of		
• The principles of administrative systems and processes	✓	
• The principles of great customer care	✓	
• CRM systems or databases (ideally Salesforce)	✓	
• The charity sector (and especially fundraising and grant awarding charities)	✓	
• Youth homelessness		✓
• Charity finances and accounts		✓
• General Data Protection Regulations (GDPR)		✓
Experience of...		
• Professional administration of complex processes or programmes within a charity or company	✓	
• Collaborating effectively with colleagues in different teams or departments	✓	
• Summarising written and numerical information	✓	
• Assessing, monitoring and evaluating projects or programmes (experience of doing so with grant-making programmes is highly desirable but not essential)		✓
• Working with customers/clients/stakeholders		✓
• Writing reports and papers for and servicing Boards and/or professional committees		✓
• Working within the housing or homelessness sector, and or in social/supported housing development		✓
Skills and abilities		
• Strong analytic skills and an eye for detail	✓	
• Highly organised and used to working within, and developing clear systems and processes	✓	
• Able to communicate clearly and warmly, building relationships with a range of stakeholders and partners from different backgrounds	✓	
• Able to collate information and write succinctly	✓	
• Ability to work on own initiative, manage time and workload effectively to prioritise competing demands	✓	
• Able to take a collaborative approach and work closely with colleagues from other teams within LandAid	✓	

Criteria	Essential	Desirable
• Proficiency in Word, PowerPoint, Excel and Outlook	✓	
• Proficiency in Salesforce (or similar CRM system)	✓	
• Able to evaluate systems and processes and suggest improvements	✓	
• Willingness to help others in the team	✓	
• Willingness to learn and seize opportunity	✓	

Competencies

We have four core competencies at LandAid, which help to define how we will deliver work within LandAid, ensuring we operate in line with our values:

- **Doing things well**
- **Creating Connections**
- **Adapting and innovating**
- **Being kind**

As a senior officer, we expect you to operate at (or work towards) the 'Deliver' level, which applies to people working directly on delivering our operational plans, including any business support areas such as Administration.

The recruitment exercise will explore your capability in these areas. The descriptors for competencies at this level are set out below:

Competence 1: Doing things well

- You're committed to ending youth homelessness and helping LandAid succeed in this mission
- You demonstrate a good understanding of our work
- You have a can-do attitude, are driven to achieve and take pride in your work
- You understand the expectations within your own role and are personally committed to meeting them
- You give your all in your role to get the job done well and on time
- You're organised, able to prioritise tasks by putting them in the context of our strategic mission and goals, seeking support from your manager if required
- You have a common-sense approach to decision making
- You take personal responsibility for delivering to a high standard to both colleagues and partners

Competence 2: Creating Connections

- You see the bigger picture and understand how your role contributes to LandAid's success
- You quickly build positive relationships with team members across the organisation and respect differing points of view
- You're a team player, ready to help whenever needed
- You are honest in your communications with others
- You use appropriate channels to escalate concerns or issues
- You identify opportunities to share knowledge, information and learning across the organisation

Competence 3: Adapting and Innovating

- You're curious and questioning, challenging yourself to find improvements in the way you work and the impact you have
- You approach problems with an open mind
- You learn from mistakes and challenges
- You are agile, demonstrating a capability to respond to changing needs and openness to change
- You are resilient
- You are committed to your own personal and professional development
- You are open to receiving feedback
- You provide useful insights and constructive feedback to others

Competence 4: Being Kind

- You have a calm, open and professional working style
- You are informal, but respectful in tone and communication with colleagues
- You listen carefully to ensure you have understood, and ask questions if you don't
- You believe that diversity matters
- You recognise and promote everyone's individuality with kindness
- You are curious and interested in others
- You have the courage to challenge any potential bias, prejudice or discrimination
- You recognise the importance of balancing life between work and home
- You're empathetic

Terms and Conditions

Holidays: 25 days per year (pro rata – excluding bank holidays)

Pension: Employer pension contribution of 5% into a personal pension, this does not have to be matched by the employee.

There will be occasional work outside normal work hours, and you will be expected to undertake some travel and to stay away overnight from time to time.

Additional Benefits

- Opportunities for flexible working
- Free annual Flu' jabs and annual sight tests
- Cycle to Work Scheme (salary sacrifice)
- ½ day a month entitlement to volunteer for a charity of your choice, in work time
- Interest-free Annual Travel Card Loans
- A Professional Development Fund
- Commitment to wellbeing (we're signatories of Mind's Time to Change Pledge)
- An Employee Assistance Programme
- Private Health Insurance with Vitality (small employee contribution required).

How to apply

We use Applied's recruitment and selection panel to help us avoid bias and secure the best talent for the roles we need. To apply for this role, you'll need to go to our application page here:

<https://app.beapplied.com/apply/ki6ttvjsys>

Recruitment Timetable

The deadline for receiving completed applications is **10am on Monday 04 August 2025**.

First interviews will be held online on Wednesday 20 August 2025.

Final interviews will be held in person on Tuesday 26 August 2025.

Thank you so much for your interest in joining our team in this important role.

We look forward very much to your application.