

Grants Officer

Recruitment Pack

Heart of England Community Foundation



FOR A FAIRER, HAPPIER AND HEALTHIER MIDLANDS

www.heartofenglandcf.co.uk



Dear Candidate,

Thank you for your interest in joining the Heart of England Community Foundation (HoECF) as a Grants Officer. This is an exciting time for our organisation as we look to build on our successes, face up to current challenges and position ourselves for sustainable growth and impact in the future.

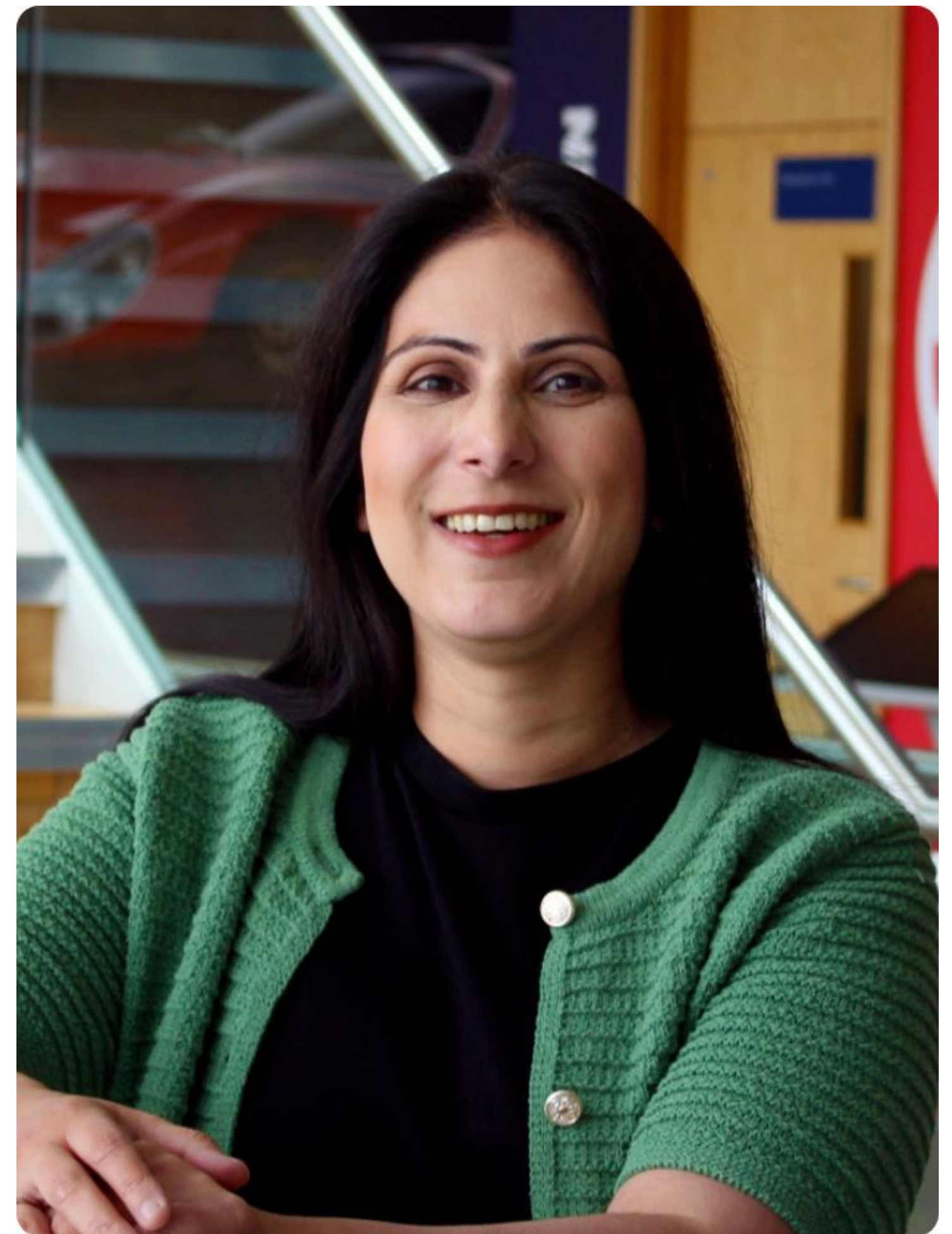
At HoECF, our vision is simple yet powerful: to connect people who care with incredible causes that matter. For over 30 years, we have worked tirelessly to tackle inequality and create opportunities for those who need them most. Through grant-making, partnerships, and advocacy, we have distributed millions of pounds to grassroots organisations that make a real difference in people's lives across the West Midlands and Warwickshire.

We're seeking a dynamic Grants Officer to support our grant-making efforts, using their expertise and passion. We welcome applicants from diverse backgrounds who share our commitment to driving positive change through funding. Your deep understanding of communities across the region, whether from personal or professional experience, will be invaluable.

If you believe in the power of philanthropy to transform lives and want to play a key role in building a fairer, stronger region, we would love to hear from you.

Warm regards,

Shamiela Ahmed
Senior Manager-Programmes
Heart of England Community Foundation



About Us

www.heartofenglandcf.co.uk



We are the leading, independent grant making foundation in the West Midlands and Warwickshire.



We nurture philanthropy, connecting people who care, with incredible causes that matter.

We help to unlock the resources to tackle local issues and to support people and communities to thrive across the region.

Since 1995 we have awarded over £40 million to good causes locally. In 2025 we managed over 73 funds on behalf of private donors, businesses and local authorities.

We have supported over 8,400 projects and community organisations.

The Role



We're seeking a dynamic Grants Officer to support our grant-making efforts, using their expertise and passion.

We welcome applicants from diverse backgrounds who share our commitment to driving positive change through funding. Your deep understanding of communities across the region, whether from personal or professional experience, will be invaluable.

In this role, you'll play a pivotal part in delivering accessible, impactful, and innovative grants programmes. You'll provide guidance and support to potential applicants through workshops, events, and one-to-one consultations.

Working collaboratively across the organisation and within the programmes team, you'll assess a range of applications, ensuring they meet varying criteria and overseeing successful awards. You'll interact with a range of stakeholders, including donors and fundholders, trustees, volunteers and community organisations.

Your role will support us to deliver our long-term strategic goals and you will contribute to continued organisational development, learning and impact.

Key Details



Job Title	Grants Officer
Reporting To	Senior Manager- Programmes
Salary	£28,000 per annum- (+6% employers pension contribution following successful probation)
Contract Term	Full time- 37.5hrs per week, 18-month fixed term
Place of Work	Coventry with flexibility to home work (at least two days in our office)
Equal Opportunities	Heart of England Community Foundation is committed to ensuring equitable and equal opportunities in employment, grant making, community endeavours and all other work activities. When working for our organisation, seeking employment, or receiving our grants, it is our priority to ensure no one ever experiences unfair treatment based on protected characteristics, which include; age, disability (including mental health), sex, gender, gender reassignment, gender identity, race/ethnicity, faith/belief, sexual orientation, marital/civil partnership, socio-economic or family status

Key Tasks



Key Responsibilities:

Comprehensive Application Assessment: Assess funding applications across our diverse grant portfolio, synthesising information from various sources to formulate well-informed recommendations for decision makers. Conduct thorough due diligence on received applications, ensuring compliance with established guidelines, systems, processes and standards. Demonstrate the ability to articulate and justify decisions clearly to stakeholders.

Effective Self-Organisation: Independently manage workload by prioritising tasks, goals, portfolios and activities in alignment with funding cycles.

Learning and Evaluation Management: Oversee the learning and evaluation process for successful grants, including conducting visits to selected recipients. Maintain a consistent, high-quality level of reports and assessments to support future decision-making and share information and key learnings with internal stakeholders, donors and fundholders.

Key Tasks



Documentation and Data Management: Produce comprehensive documentation for panel meetings, supplying data and analysis to facilitate informed decision-making. Record, update and maintain essential information accurately and promptly on our database for reference and reporting purposes.

Impact Story Identification and Promotion: Identify compelling stories of change resulting from our funding initiatives. Collaborate with the Marketing and Communications Team to share these narratives with donors, supporters, and the wider community, fostering positive engagement and support.

Collaboration and Coordination: Liaise with the Finance Team to ensure timely payment of grant awards. Work collaboratively with the wider team to contribute to the smooth operation of the office and support organisational objectives.



Person Specification

Essential:

Knowledge, Experience, and Understanding:

- Demonstrated experience in assessing applications against specific criteria, ensuring thorough processing and evaluation.
- Proven track record in conducting due diligence on organisations and their policies, ensuring compliance and alignment with standards.
- Comprehensive understanding of the setup, governance, and business models of charities, social enterprises, and other not-for-profit organisations.

Skills:

- Exceptional verbal and written communication skills, enabling clear and effective interaction with stakeholders.
- Proficiency in interpreting budgets and accounts, facilitating informed decision-making.
- Ability to engage and build relationships with grant applicants, fundholders, and donors, fostering collaboration and trust.
- Strong interpersonal skills, enabling effective collaboration with diverse individuals and agencies.
- Intermediate IT skills, including proficiency in CRM systems, Microsoft Word, Excel, and PowerPoint.
- Demonstrated self-motivation and initiative, with the ability to work autonomously.
- Effective organisational skills, including prioritisation, ensuring timely and accurate delivery of tasks and adherence to deadlines.
- Understanding of the principles and practices of equal opportunities, program delivery, and supporting marginalised communities.

Please refer to the job description for full details of this role.

Benefits



- ✓ **Hybrid working**
- ✓ **6% contributory pension**
- ✓ **Commitment to personal development and training**



- ✓ **25 days annual leave, plus statutory holidays**
- ✓ **Additional leave for continued service**
- ✓ **Internal wellbeing initiative and access to mental health first aiders**



- ✓ **Discretionary additional leave over the Christmas period**
- ✓ **Employee Assistance Programme**
- ✓ **Regular full team away days**



Application Details



Closing Date: 5pm on Monday 16th February 2026.

First stage interviews: Monday 2nd March 2026- Coventry.

If you would like to have an informal conversation about the role,
please contact Shamiela Ahmed- Shamiela@heartofenglandcf.co.uk

How to Apply

To apply for the role, please upload your CV together with a supporting statement (of no more than 1000 words) to recruitment@heartofenglandcf.co.uk

We wish you luck with your application.