

TRUST FOR LONDON

PERSON SPECIFICATION – GRANTS MANAGER

Essential

Experience, knowledge and skills

- At least three years' recent experience of project management at a senior level in the voluntary sector, preferably in London.
- Excellent analytical skills.
- Excellent verbal and written communication skills.
- Experience of undertaking policy work and influencing decision makers.
- Good understanding of social policy issues relevant to poverty and inequality.
- Good understanding of voluntary sector organisational/management issues.
- Experience of working to tight deadlines, with competing demands.
- Good understanding of financial management including budgets, cash-flows, management accounts.
- Good understanding of learning and evaluation issues.
- Thorough understanding of and a commitment to issues of diversity and equality of opportunity.

Personal attributes

- An interest and commitment to social justice issues.
- Ability to work on own initiative.
- Good team player able to work as part of a small team.
- Flexible approach.
- Good decision-making skills.
- Readiness to undertake own administration.
- Readiness to do some evening and weekend work.

Desirable

- First-hand experience of poverty and inequality.
- Experience of involving people with first-hand experience of poverty and inequality, in campaigns/policy work.
- Experience in the grant-making world, either as a worker or as a member of a grants committee.
- Knowledge of social investment
- Research experience.