



Job Title: Grants Officer

Contract: 12-month fixed term; possibility of extension

Hours: 3 days per week (flexible working considered)

Location: Hybrid – home and community-based across Ynys Môn

Salary: £21,000 (0.6 FTE) plus employer pension contribution and reimbursement of approved expenses

Reports to: Chief Executive

About Cymdeithas Elusennol Ynys Môn

We are a place-based grantmaking charity dedicated to improving the health, wellbeing, and environment of communities across Ynys Môn. We manage and safeguard a £25 million fund for the benefit of the island - now and for future generations.

Purpose of the Role

The Grant Officer plays a key part in ensuring that our grantmaking is fair, transparent, and inclusive. You'll work with the Chief Executive, Trustees, and applicants to support projects that make a genuine difference to people's lives across Ynys Môn.

This role combines practical organisation with strong people skills – helping community groups navigate the funding process, maintaining accurate records, and monitoring projects to ensure positive outcomes.

Key Responsibilities

1. Supporting the Grant Process

- Manage the grant process from start to finish, ensuring alignment with the charity's policies and criteria.
- Provide clear, helpful guidance to applicants throughout their funding journey.
- Keep accurate and transparent records on the grant management system.
- Prepare concise summaries for the Trustees to support fair and informed decisions.
- Coordinate communication with applicants to keep them updated on progress.

2. Monitoring and Learning

- Maintain regular contact with grantees, reviewing reports and visiting projects when appropriate.
- Record information clearly to maintain a strong audit trail.
- Raise any compliance or safeguarding concerns promptly with the CEO.
- Ensure compliance with charity law, GDPR, and Charity Commission guidance.
- Contribute to developing approaches that measure the impact and sustainability of projects.

3. Governance and Record-Keeping

- Maintain accurate, secure, and accessible documentation.
- Support the CEO in collecting data and preparing reports for the Trustees.
- Ensure fairness, transparency, and impartiality in all aspects of grant administration.

4. Community Relationships and Representation

- Represent the charity at community events and project visits.
- Build positive relationships with community groups, applicants, and grantees.
- Promote equality, diversity, and inclusion in all areas of the work.
- Support communications that share success stories and demonstrate community impact.

Person Specification

Essential

- Confident in communicating in Welsh and in English.
- Well-organised with good attention to detail.
- Able to handle sensitive information with care, integrity, and discretion.
- Understanding of and commitment to equality, diversity, and inclusion.
- Clear and supportive communicator, both written and verbal.
- Able to manage time effectively and balance priorities calmly.
- Comfortable working independently and collaboratively within a small, friendly team.
- Confident using IT systems (training provided on grant software).
- Full UK driving licence and access to a vehicle, or ability to travel independently across Ynys Môn.

Desirable

- Experience supporting or administering community grants or funding programmes.
- Awareness of charity governance, GDPR, or Charity Commission guidelines.
- Understanding of community life and local issues across Ynys Môn.

What We Offer

- Hybrid and flexible working to support work-life balance.
- Opportunities for training and continuous professional development.
- The chance to make a meaningful difference in communities across Ynys Môn.
- Experience working alongside a dedicated Board of Trustees.
- Pension contribution and pro rata annual leave
- Inclusive, supportive, and friendly working environment.
- Reimbursement for travel expenses related to the role.

We warmly welcome applications from people under-represented in the charity and grantmaking sectors.

If you think you have the right approach and transferable skills, even if you don't meet every criterion, we encourage you to apply - we value potential as much as experience.

How to Apply

To apply, please submit a current CV together with a covering letter (no more than two pages) explaining why you are interested in the role and how your skills and experience meet the requirements of the post. Applications should be submitted by email to post@elusennol.org by **21:00pm 13 February 2026**. Applications are welcome in Welsh or English.

If you require an alternative application format or any reasonable adjustments as part of the recruitment process, please contact post@elusennol.org and we will be happy to discuss how we can support you.