###### groundwork logo green on whiteGroundwork London Job Description

Job Title: Programme Officer (Grants)

**Responsible to:** Senior Programmes Officer (Grants)

Responsible for: Volunteers

Location: Groundwork London offices and programme locations as needed.

# Job Background:

Groundwork London is responsible for managing a number of pan-London grant schemes with environmental and social regeneration themes, including Walking & Cycling Grants London funded by Transport for London, the London Marathon Foundation, and Grow Back Greener funded by the Greater London Authority. Groundwork London are working with the NHS South East London Integrated Care Board to manage the NHS Greenwich Charitable Funds through the Greenwich Healthier Communities Fund, which aims to tackle health inequalities in the London borough of Greenwich. We are seeking a Programme Officer to coordinate and deliver this programme alongside support on our wider grants programme portfolio.

The Programme Officer will support the Managers and Senior Programmes Officer in the delivery of the Greenwich Healthier Communities Fund, requiring the post holder to communicate and liaise effectively with applicants, grant money recipients, the funder and other stakeholders. The role involves community consultation, responding to grant application queries, application processing, project monitoring and creating reports within contractually agreed timeframes. In addition, the officer will coordinate training activities for grant applicants and recipients and provide support, as required, across the wider grants team.

# Main Objectives:

* Coordinate and deliver the Greenwich Healthier Communities Fund and other programmes.
* Conduct community consultation and engage with stakeholders in Greenwich to inform the development and strategy of the Greenwich Healthier Communities Fund.
* Process submitted grant applications and project monitoring forms, and report to the funder on the progress of grant-funded projects.
* Provide advice, support and training to potential and existing grant applicants and recipients.
* Coordinate and administer panels and decision-making groups.
* Act as a key point of contact for enquiries from the public in respect of the Greenwich Healthier Communities Fund.

# Key Tasks & Responsibilities:

* Coordinate and deliver the Greenwich Healthier Communities Fund and other programmes, as required.
* Manage the implementation of projects, ensuring the delivery of objectives and outputs to agreed timescales and within budget.
* Set up and manage project budgets and outputs, including recording and monitoring project performance measures on the Groundwork Project Information Management System (PIMS), as required.
* Provide advice, support and training to potential and existing grant applicants and recipients.
* Coordinate and administer project monitoring and reporting for projects delivered by funded groups, as required.
* Coordinate and deliver project visits and training sessions, including the production of case studies.
* Coordinate and deliver panel and decision-making groups, maintaining administrative and reporting systems to ensure an effective decision-making and reporting process is fulfilled.
* Act as a key point of contact for all enquires, fielding questions and responding to interested groups.
* Use established procedures to process grant applications.
* Form and maintain effective partnerships, which are engaged in programme development and delivery.
* Monitor and evaluate projects in accordance with funder requirements, ensuring timely and accurate reporting to funders.
* Contribute to the development and maintenance of efficient administrative systems and processes for programme management and development.
* Support the development of the Greenwich Healthier Communities Fund and other programmes.
* Provide effective management of volunteers as required, and guidance and support for Programmes Assistants.
* Actively participate in team meetings and activities, ensuring effective internal communication, sharing of learning and the support of team members.
* Work with the Groundwork London PR and Communications Team to promote and communicate the opportunities and successes of the Greenwich Healthier Communities Fund and other programmes.
* Implement Groundwork’s commitment to best practice and continuous improvement.

# Other Responsibilities

* Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the Trust, as may reasonably be requested by the Executive Team.
* Work with due regard for Groundwork London’s core values and objectives.
* Ensure the effective implementation of and adherence to, the Trust’s Diversity, Equal Opportunities and Health and Safety policies and procedures.
* All staff, the Board and volunteers will actively support, in their daily operations and duties, Groundwork London’s Environmental Management System

# Personal and Professional Development

* Participate in the Groundwork London Performance Management and Appraisal process, and agree short, medium and long-term goals with line manager, and direct line staff.
* Identify learning and development needs with line manager and evaluate Training & Development to demonstrate needs have been met.
* Share best practice and achievements and actively seek opportunities to present outcomes and case studies.
* Contribute to the learning of others across the organisation by sharing knowledge and skills both informally and formally by participating in the trust’s training and development programme.

October 2025

**201/1278**

**Person Specification – Programme Officer, Grants**

**Note to Applicant:** When completing your application form, you should demonstrate/evidence of your experience, knowledge, skills & education in your application based on these criteria for the post. The grid also show at which stage of application and interview these are scored.

| **Criteria** | | **Essential or Desirable** | **Application form** | **Interview** | **Practical Exercise text** | **Certificates or Qualifications** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Further Education qualification and/or a minimum of one years’ experience in a related role. | E | **✓** | **✓** |  | **✓** |
| 2 | Proven experience of the health sector, grants administration and/or communities in Greenwich. | E | **✓** | **✓** |  |  |
| 3 | Ability to supervise and manage volunteers. | D | **✓** | **✓** |  |  |
| 4 | Awareness of current key health and wellbeing issues, contextual factors that can lead to poor health and wellbeing, and how to reduce current inequality in health outcomes. | D | **✓** | **✓** |  |  |
| 5 | Good knowledge of MS Corporate Software applications including ability to develop, use and interrogate databases & Excel | **E** | **✓** | **✓** | **✓** |  |
| 6 | Excellent verbal and written communication skills with the ability to set out and report information in a clear and structured manner | **E** | **✓** | **✓** | **✓** |  |
| 7 | Well-developed diplomacy and interpersonal skills, and the ability to relate easily to colleagues, and to external partners. | **E** | **✓** | **✓** |  |  |
| 8 | Excellent organisational, co-ordination and liaison skills and ability to organise meetings with stakeholders at all levels. | **E** | **✓** | **✓** |  |  |
| 9 | Ability to utilise complex administrative and monitoring systems with high levels of accuracy. | E | **✓** | **✓** | **✓** |  |
| 10 | Strong team skills with the ability to prioritise conflicting demands, achieve targets and support colleagues. | **E** | **✓** | **✓** |  |  |
| 11 | Ability to manage time effectively, and work with minimal supervision. | **E** | **✓** | **✓** |  |  |
| 12 | Understanding of the General Data Protection Regulations (GDPR); ability to maintain systems and information to ensure the effective security of information provided and held by the service. | **E** | **✓** | **✓** |  |  |
| 13 | Ability to work occasionally out of hours. | **E** |  | **✓** |  |  |
| 14 | Commitment to Groundwork London’s Equity, Diversity and inclusion in practice in the workplace and across communities | **E** |  | **✓** |  |  |