

Grants Assessor (Full Time)

Job Role 2026

Grants Assessor

Role Overview

The Grants Assessor plays a vital role in supporting the grantmaking activity for Essex Community Foundation (ECF). This position sits within our busy grants team and contributes to the continued development of our operations. You will engage with a wide range of stakeholders, both in person and through digital channels, demonstrating consistently high standards of customer care.

You will provide high-quality support to our grants function, encouraging and assessing applications, helping the team deliver ECF's annual grantmaking efficiently and effectively. You will ensure that information is accurate, timely, and accessible. In doing so, you will help the team provide an exceptional level of service to all our stakeholders as the Foundation continues to grow.

This is a varied and rewarding role that involves working with a diverse range of organisations to help them access our funding where appropriate. You will be highly organised, self-motivated, and able to prioritise your workload with minimal supervision, demonstrating strong attention to detail, professionalism, and a proactive approach to problem-solving.

Reports to: Senior Grants Manager

Direct reports: None

Location: Chelmsford, Essex (hybrid & flexible working available after probation)

Salary: Grade C1

Contract Type: Full-time, Permanent

Pension: ECF contribution of 8%

Annual leave: 25 days pa. plus, statutory holidays and additional leave over Christmas

Key Responsibilities and Tasks:

1. Process and assess grant applications, determining applicants eligibility against our grantmaking policy and guidelines, prepare donor schedules, grant offer and rejection letters and support the involvement of fundholders, donors and trustees.
2. To provide a professional service to our stakeholders including all voluntary and community applicants and grant partners, our donors and fundholders.
3. Support the management of our grantmaking, working closely with other members of the Grants team to establish and implement administrative procedures.
4. Support the team to ensure that any necessary contractual obligations are fully adhered to, including timetables, reporting, financial procedures.
5. Maintain the integrity of the data in Salesforce, our CRM system that supports our grantmaking and donor relations.
6. Assess End of Grant reports to help inform our stakeholders in particular, trustees, donors and potential donors.
7. Support the Communications Team to effectively promote our activities, identifying grant stories that can be used to raise our profile.
8. Develop and maintain effective communications with other members of staff and trustees.
9. To represent ECF at appropriate events, some of which may fall outside of regular office hours, as required.
10. To accept other responsibilities and activities that may present themselves to ECF, subject to them falling within the experience and remit of the post.
11. The Grants Assessor will work within and conform to the Foundation's policies, including the Equal Opportunities Policy.

Skills and Experience Required

- Ability to write in different styles e.g. grant assessments and reports which are clear and concise and can be used to communicate with different audiences.
- IT literate across a range of applications including Office 365.
- A good level of numeracy skills.
- Accuracy and attention to detail.
- Excellent interpersonal, communication and customer service skills.
- Polite and professional telephone manner.
- Passion for supporting local communities and charitable initiatives.

Desirable

- Knowledge of the community or voluntary sector.
- Knowledge of grant management systems

Why Join Us?

At Essex Community Foundation, you'll be part of a team dedicated to making a real difference in Essex. This role offers the opportunity to shape the Foundation's voice, engage with inspiring donors, and contribute to meaningful projects that strengthen communities.