

Grants Officer

Recruitment Pack

October 2026

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If you would like this Recruitment Pack in a different format or have any access needs throughout the application process, please contact us by calling 0117 989 7700 or emailing recruitment@quartetcf.org.uk



Essential Background to the Role:

We are looking for a Grants Officer to join Quartet Community Foundation on a full-time, 35 hours per week, two-year fixed-term contract. This is an exciting opportunity to play a key role in delivering high-quality, trusted grant making across the West of England.

The Grants Officer sits within Quartet's Programmes team and reports to the Head of Programmes. Based at Royal Oak House in Bristol with hybrid working, the role supports Quartet's grant-making service across Bristol, Bath & North East Somerset, North Somerset and South Gloucestershire. The postholder will work with funders, assess applications, support decision-making panels and monitor the progress and outcomes of grants awarded, while helping Quartet understand the impact and performance of its grant-making.

The role will assess grant applications and provide clear recommendations; support grant seekers with guidance and signposting; prepare and present papers to decision-making panels; monitor funded work; and, where agreed with the Head of Programmes, lead on the delivery of grant programmes. The Grants Officer will maintain accurate CRM records and contribute to grant-making learning and reporting, support timely grant payments, develop knowledge of local needs and feed insights into programme growth. The role works closely with the Programmes and Philanthropy teams, applicants and funded organisations, fundholders, trustees and panels, Finance, Operations and community and VCSE partners. There are no direct reports.

This opportunity would suit someone who is committed to Quartet's values and to open, trusting and inclusive grant-making. You will be confident reviewing information, applying criteria and making evidence-based recommendations, with excellent communication, organisational and report-writing skills. You will be able to work respectfully with a wide range of community groups, manage competing priorities and use digital systems confidently. Previous grant-making or voluntary and community sector experience is desirable, but not essential.

Quartet is passionate about ensuring that our organisation reflects the diverse communities we serve. We particularly welcome applications from men and non-binary people; disabled people; people aged under 35 or 65 and over; people from Black, Mixed or other racially minoritised backgrounds; people of faith; and residents of B&NES, North Somerset and South Gloucestershire, as these groups are currently under-represented within our staff team.



If you are interested in applying, please read this pack in full and submit an application detailing your experience and how you meet the person specification.



About Quartet:

The West of England is a place that inspires people to put down strong roots and to care deeply about the issues facing people living here.

Quartet is the local community foundation for this region, covering Bath & North East Somerset, Bristol, North Somerset and South Gloucestershire. We help ordinary people do extraordinary things that make our local communities thrive and improve the lives of people who live here.

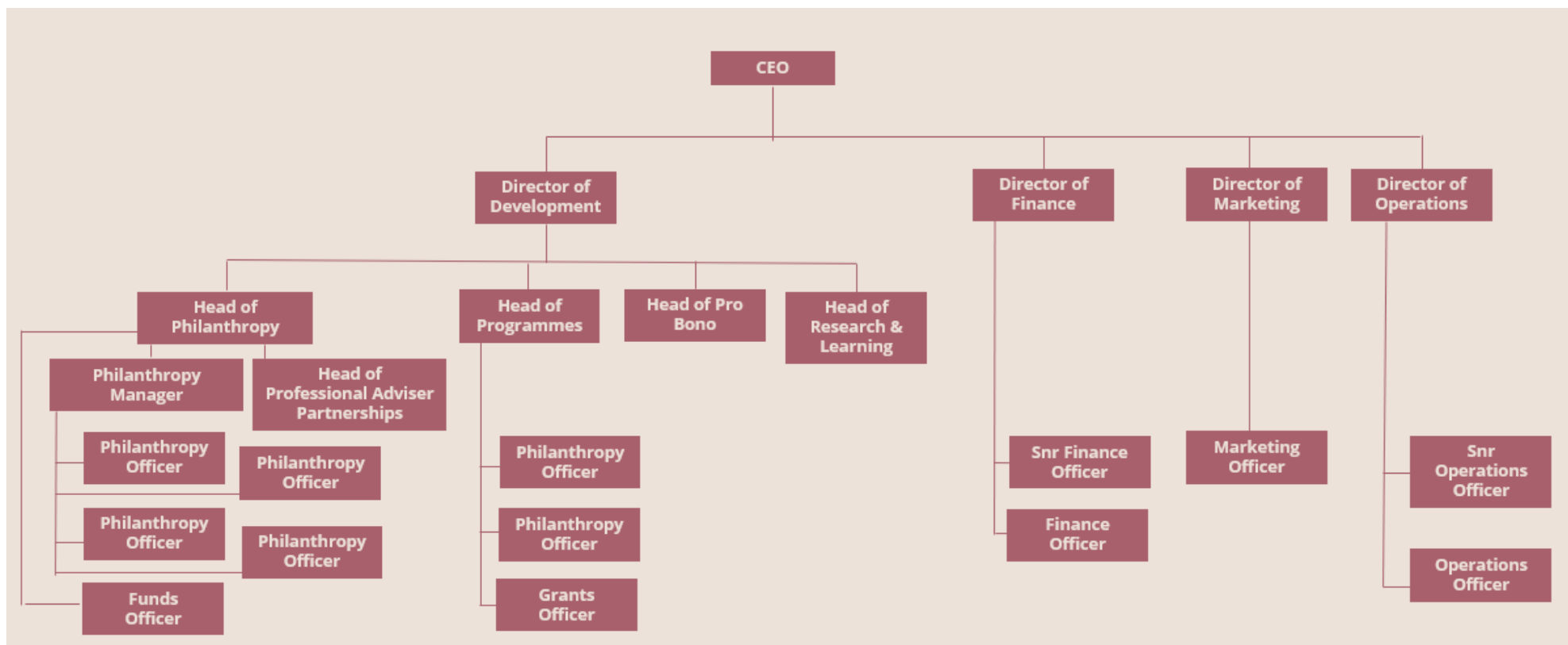
We want to see a West of England where communities are well resourced, confident and strong, where grassroots community and voluntary groups can respond to the needs and aspirations of all who live there, now and forever.

Quartet is here to inspire local philanthropy, channelling people's generosity to help our region become fairer, greener and a place for all to thrive. We do this by awarding approximately £5 million in grants each year to a wide range of local charities and community groups addressing pressing social needs. Funding for these grants comes from our growing permanent endowment fund and from "flow through" funding provided by revenue funds. We hold almost 350 individual funds.

We are part of a national network of 47 Community Foundations across the UK matching people who want to give money locally with organisations and charities working to help local communities on the ground. Our main office is in central Bristol at Royal Oak House, a 5-storey building owned and occupied by Quartet, along with 5 other independent charities (as a multi occupancy tenanted building). We have a satellite office in Bath, and we adopt a hybrid working model. The role requires travel around Bristol, Bath & North East Somerset, North Somerset and South Gloucestershire, with occasional national travel. Some occasional evening and weekend working may also be required.

This is an exciting time to join Quartet. We recently launched our new three-year strategy 2026-2029, containing ambitious plans to increase our impact through grant giving, strengthen our understanding of local communities and raise the profile of place-based giving. The strategy outlines how we aim to diversify and strengthen our donor base, driving increasing philanthropic giving, so that we can distribute £6.5 million in grants annually by 2029.

Staff Structure:



Vision, Mission, Values:

Our Vision

A West of England where local communities are well resourced, confident and strong, where community and voluntary sector groups can respond to the needs and aspirations of all who live there, now and forever.

Our Mission

To inspire people to help transform our local communities so that they become fairer, greener and a place for all to thrive, forever.

Our Values

At Quartet Community Foundation, our values shape how we work, how we build relationships and how we deliver our mission of Local Giving to meet local need. As a member of the Quartet team, you'll be expected to demonstrate our values every day:

- **Communities at our heart**
Funding vital work in and for the communities who need it most.
- **Trusted**
Inspiring trusted giving to create lasting local impact.
- **Evolving**
Learning and adapting, to grow for good.
- **Integrity**
Embodying accountability and integrity in all we do.
- **Inclusive**
Including and respecting everyone, everywhere.



Role Description:

Role Purpose

To support Quartet's grant-making service by working with funders, assessing applications, supporting decision-making panels, and monitoring the progress and outcomes of grants awarded. This is combined with supporting Quartet to understand the impact and performance of its grant-making.

The role sits within the Programmes team and reports to the Head of Programmes.

Principal Accountabilities

1. Assess grant applications against criteria and due diligence requirements to produce clear recommendations for decision-makers.
2. Support grant seekers by responding to enquiries and providing accurate guidance and signposting that improves application quality and applicant experience.
3. Enable effective panel decision-making by preparing papers, presenting recommendations and ensuring an auditable record of decisions.
4. Monitor funded work to ensure grants are delivered as agreed, risks are managed, and learning and impact evidence is captured.
5. Where agreed with the Head of Programmes, lead on the delivery of grant programmes, from agreeing priorities through to monitoring the progress and outcomes of grants.
6. Maintain accurate CRM records of grants and funds to support reporting, compliance and continuity, and gather, analyse and present grant-making data. Support timely, accurate grant payments by coordinating documentation, approvals and payment requests with Finance.
7. Develop and maintain current knowledge of local needs to inform assessments and fundholder engagement.
8. Identify opportunities to support programme growth by feeding insights to funders and the Head of Programmes and helping shape fundable propositions.
9. Arrange opportunities for Quartet key stakeholders to visit our funded projects.
10. Demonstrate open and trusting grant-making practices through transparent communication, clear rationales for funding decisions and inclusive and equitable assessment processes.



General Accountabilities

1. Contribute to the delivery of Quartet's organisational strategy by carrying out responsibilities effectively and supporting agreed team and organisational goals.
2. At Quartet Community Foundation, our values shape how we work, how we build relationships and how we deliver our mission of Local Giving to meet local need. As a member of the Quartet team, you'll be expected to demonstrate our values every day:
 - Communities at our heart — funding vital work in and for the communities who need it most;
 - Trusted — inspiring trusted giving to create lasting local impact;
 - Evolving — learning and adapting, to grow for good;
 - Integrity — embodying accountability and integrity in all we do; and
 - Inclusive — including and respecting everyone, everywhere.
3. To ensure that output and quality of work is of a high standard.
4. To uphold Quartet's commitment to equity, diversity and inclusion, and to contribute positively to our climate and carbon reduction commitments through everyday working practices, decision-making and relationships with colleagues, partners and communities.
5. To support the safeguarding of children and vulnerable adults.
6. To travel around Bristol, Bath, North Somerset and South Gloucestershire and occasionally nationally in order to carry out the job requirements.
7. To take reasonable care of your own health and safety and that of others who may be affected by your work, and to work in compliance with Quartet's policies, procedures, guidance and training at all times.
8. To maintain appropriate confidentiality in relation to Quartet's business, data, donors, fundholders, applicants, grantees, staff, trustees and partners, and to handle sensitive information in line with Quartet's policies and data protection requirements.
9. To undertake any other duties that are reasonably required and consistent with the nature and level of the role.



Person Specification:

We are looking for someone who has the necessary experience, skills and outlook to lead and deliver on the responsibilities outlined above.

Please ensure that you demonstrate in your application form the ways in which you meet the essential and desirable criteria point by point. You will significantly enhance your chances of being shortlisted if you clearly address each and every element of the person specification; the panel will mark your application against this criteria.

Essential Criteria

1. Strong commitment to Quartet's values and to open, trusting and inclusive grant-making principles.
2. Ability to work respectfully and effectively with a range of community groups, providing clear, responsive and accessible support.
3. Experience of reviewing information, applying criteria and making clear evidence-based recommendations.
4. Excellent interpersonal and communication skills.
5. Good IT skills, including confidence using Microsoft 365, CRMs, web-based applications and spreadsheets, with the ability to manage routine tasks independently.
6. Good organisational, administrative and report-writing skills, with the ability to manage competing priorities and deadlines.
7. Demonstrable willingness to learn, adapt and develop in response to changing priorities.
8. Ability to work independently and collaboratively as part of a team.
9. Willingness to work from Quartet's main office and flexibility to undertake occasional evening/weekend duties and to travel across and outside of the West of England region.
10. Good customer service skills.

Desirable Criteria:

1. Experience of grant-making.
2. Experience of working in the voluntary and community sector.
3. Personal, professional or community-based insight into local community needs.
4. Experience of working in a development, fundraising, relationship management or similar environment.



Conditions of Employment:

Role

- Grants Officer

Reporting to

- Head of Programmes

Direct reports

- None

Hours

- 35 hours per week, full-time.
- Temporary Two-year fixed-term contract.
- Quartet operates a hybrid working arrangement for the majority of roles, with an absolute minimum of 60% office / 40% home working. All staff are also required to be based in the Bristol office on Wednesday mornings to aid teamwork and good communication.

Salary

- £31,386 per annum.

Location:

- Royal Oak House, Bristol, with hybrid working (minimum 60% office-based). Travel is required around Bristol, Bath & North East Somerset, North Somerset and South Gloucestershire, with occasional national travel.

Probationary period

- 6 months, during which the notice period is two weeks' written notice on either side.

Workplace pension

- Quartet operates an auto-enrolment pension scheme, with eligible employees enrolled after three months' employment. Following successful completion of the probationary period, Quartet's 6% employer contributions will be backdated to the employee's joining date.

Staff benefits



- Quartet offers a staff benefits scheme via the Hospital Saturday Fund and pays a higher entry level fee of up to £18 per employee per month.
- Employee Assistance Programme
- Cycle to work scheme

Holiday Entitlement

- 38 days' annual leave in total, made up of 25 days' holiday, public holidays, Christmas Eve, the three working days between Christmas and New Year, and one day's birthday leave.
- An additional 1 day's leave is awarded after 5 years of continuous service, and an additional 2 days after 10 years of continuous service.

Travel expenses

- Car, cycle and motorbike mileage allowance for travel in connection with work.

Subject to:

- Pre-employment reference check process and Right to Work documentation.



How to Apply:

This job pack, Quartet's job application form, and our Equality and Diversity monitoring form can be downloaded from this role's vacancy page on our website.

Please email Lucy Saunders, Director of Development Lucy.Saunders@quartetcf.org.uk if you would like to have an informal conversation about the role before applying.

To apply and be considered for interview, please send all of the following by email:

- A completed Quartet job application form, including your basic details and an explanation of how you meet the essential and desirable criteria.
- An up-to-date CV (max. 2 sides of A4)
- A completed anonymous Equality and Diversity Monitoring Form (this is voluntary)

To: recruitment@quartetcf.org.uk

Referencing: Grants Officer role

Closing date: Monday 9th November 2026, Midday.

Interviews: Tuesday 17 November, Quartet's office at Royal Oak House (Bristol, BS1 4GB)

Meet the grants panel: Wednesday 18 November, Quartet office at Royal Oak House

Quartet is a Disability Confident Committed employer, which means we value recruiting and retaining disabled people. Any applicant who considers themselves to be disabled and meets the essential criteria listed in the job description is guaranteed an interview.

We will make reasonable adjustments throughout the recruitment process and, where relevant, provide continued support. To discuss any adjustments, please call 0117 989 7700 or email recruitment@quartetcf.org.uk.