

September 2026



Grants Officer

Job pack



Welcome!



Community Foundation Wales is a trusted bridge between people who want to give and the communities they care about. Our work builds on generations of giving in Wales, using our expertise in community philanthropy to direct funding where it can make the biggest difference.

As we look ahead to our new five year strategy, we want to encourage more philanthropy and giving in Wales, so that we can further strengthen the support we give to local communities and charities.

In 2025/2026 we awarded £2.6m in funding, to 564 groups and individuals. Community Foundation Wales receives income from its endowment fund, now totalling £23m, and also by providing grant programme services across Wales.

This is the perfect time to join us as the future looks bright. Recent research shows projections for strong growth in donor-advised giving and philanthropy.

We have more work to do to share our story in Wales, to reach out and connect with more potential supporters and to better illustrate the impact that we're having in local communities.

This post is the perfect fit for someone who wants to make a difference for people in Wales. It's a great opportunity for someone seeking flexibility through work-life balance and who can themselves be flexible.

We're particularly interested in candidates who are able to work bilingually, ideally able to hold conversations or write in Welsh and to help create and shape our bilingual grants content.

We're committed to supporting and promoting equality and diversity to create an inclusive working environment so would encourage applications from candidates from under-represented minorities.

We want to be as accessible as possible and welcome you to get in touch with Claire Buckley, Grants Manager to talk through the role and discuss any accessibility requirements. You can email claire@communityfoundationwales.org.uk to arrange a call.

We follow a fair and open recruitment process that removes the barriers to appointing talented staff from diverse backgrounds and communities by removing any data from the shortlisting process that could identify a candidate. Our equalities data collection is anonymous and is only used for us to assess our reach rather than to inform the recruitment process.

We have a strong focus on team well-being and on development of personal and work skills. There are plenty of opportunities to learn, and to meet interesting people doing some fantastic things across Wales.

Through this pack, I hope you enjoy learning a little about us and the important work that happens here and that you feel we are the kind of organisation you would like to be a part of.

We look forward to hearing from you.

A handwritten signature in black ink that reads "Richard Williams". The script is fluid and cursive, with the first letter of each word being capitalized and larger than the others.

Richard Williams
Chief Executive

About us

Community Foundation Wales turns philanthropy into impact across Wales.

We're a trusted bridge between people who want to give and the communities they care about. Our work builds on generations of giving in Wales, using our expertise in community philanthropy to direct funding where it can make the biggest difference.

We work bilingually across the country and understand the strengths, challenges and opportunities within different communities. That knowledge means funding doesn't just have a one-off effect; it continues to make a difference over time.

We have long-standing experience enabling philanthropy across Wales. We handle the due diligence, grant-making and management of funds, ensuring they're invested responsibly to support communities and maximise their impact.

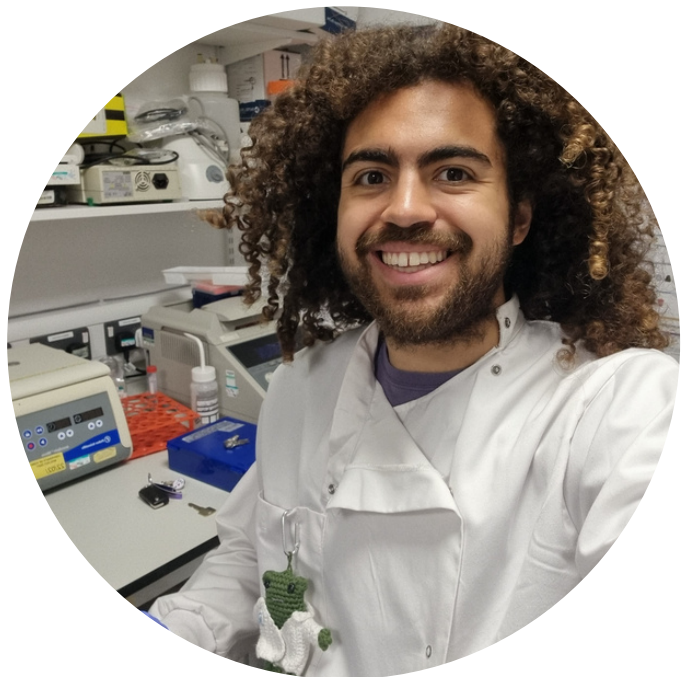
We believe strong communities need long-term, flexible support. That's why we work with donors so they can give in ways that support grassroots organisations and individuals to plan ahead and respond to local challenges.

We take a fair and transparent approach to funding, making it easier for people to apply and access support. We work openly with our partners, sharing insight and learning to strengthen communities across Wales.



Benefits of working with us

- **For your wellbeing:** flexible working arrangements; hybrid working; training and development opportunities as well as two days a year when you can volunteer in your community.
- **For your health:** 25 days annual leave (pro-rata for part-time working) plus bank holidays as well as 3 days additional leave between Christmas and New Year and 1 additional day's leave for your birthday; additional leave after 5 years of continuous service; cycle to work scheme; free eye test; monthly well-being initiatives; access to a Health Assured app.
- **For your financial security:** competitive pension scheme; annual pay review; enhanced maternity pay; paternity leave; adoption leave; employee assistance programme that extends to family.



Our values

We're a values-led organisation. Our values have come from our team, shape how we work and are embedded in everything we do.

Trustworthy

We handle relationships, resources and decisions honestly, ethically and with transparency. In practice this means:

- We're accountable for our decisions
- We're careful with people's money and expectations
- We deliver on our commitments
- We're responsible and act in the best interests of the communities and donors we work with

Caring

We put people first, listening to one another and the people we work with. We act with kindness, shaping our work around local need and lived experience. In practice this means:

- We listen before we act
- We respect local knowledge and context
- We treat people and communities with dignity
- We value diversity and work in ways that are inclusive and welcoming

Ambitious

We're ambitious for Wales, for our organisation and for ourselves, strengthening philanthropy to create greater impact for communities. In practice this means:

- We look beyond immediate need, taking a strategic view to developing our impact
- We play an active role in strengthening and growing philanthropy in Wales
- We challenge ourselves and one another to improve how we approach our work
- We take pride in delivering high-quality outcomes and maintaining strong standards

Collaborative

We work openly and in partnership, sharing knowledge and building connections that strengthen philanthropy across Wales. In practice this means:

- We share expertise
- We give people space to be heard
- We work as a trusted bridge between donors, partners and communities across Wales
- We connect philanthropy with community need

What's it like to work here?

“

Working for Community Foundation Wales is a really rewarding experience, it's a supportive team environment with a real passion for helping communities thrive. There is always a good balance of work and fun to be had which is a real plus.



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Ceri Thomas, Grants Officer

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I'm very happy working at Community Foundation Wales. It's a very people oriented, both for our clients and staff, and is very sensitive to and adaptable to the changing working environment that has been evolving, particularly since the pandemic, perfectly balancing staff flexibility with business needs.



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Carol Doyle, Finance Assistant

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Community Foundation Wales is a great place to work, it's a relaxed and friendly environment but with a high level of professionalism. The approach to staff is very nurturing and well-being is a key priority. In return staff give their all to achieve CFW's objectives. Communication is open and honest at all levels, which helps to create a strong team that trust each other.



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Smitha Coughlan, Head of Finance

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I've worked in much larger organisations before, and what struck me when I started working at Community Foundation Wales was how efficiently and positively everyone worked together to find solutions to problems and to resolve challenges. There's lots of opportunity to take part in professional development courses if there's something you want to build on, and everyone is encouraged to progress within their role. Flexibility is really key here – if you need time to go to a doctors appointment, see your child's school play or take the car for its MOT, it's never a problem provided you can keep on top of your work, which I really appreciate.



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Katy Hales, Director of Philanthropy

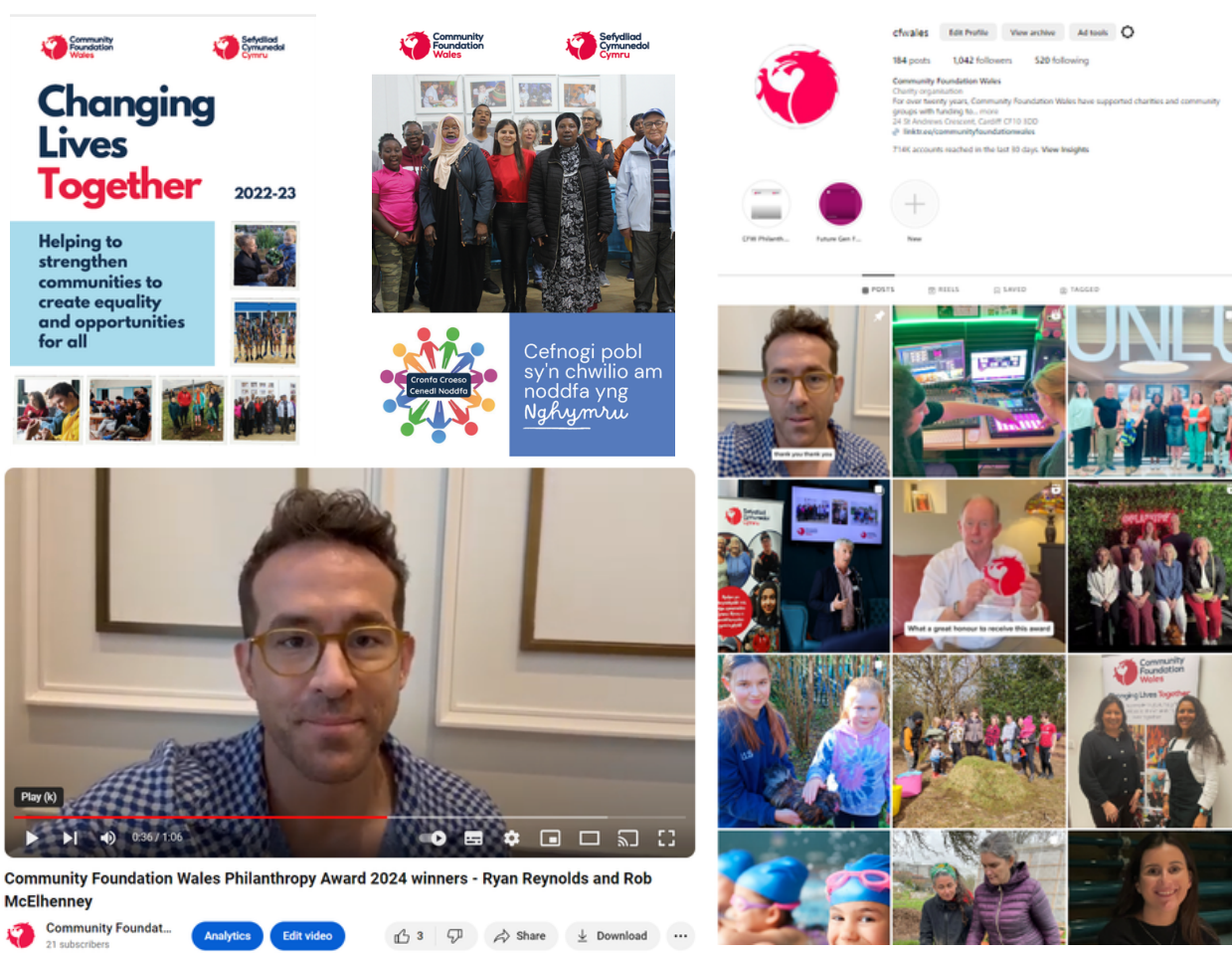


About the role

The Grants Team is at the heart of Community Foundation Wales, connecting funding with the people and communities that need it most. As a Grants Officer, you will play an important role in helping us deliver funding that creates positive change across Wales, supporting a diverse portfolio of grant programmes and building strong relationships with the organisations and communities we work with.

You will support grants throughout the full grant-making journey, from initial enquiry and application assessment through to award, monitoring, evaluation and impact reporting. Working closely with applicants, grant holders, donors and community organisations, you will help ensure funding is accessible, responsive and reaches where it can make the greatest difference.

This role is also an important part of delivering Community Foundation Wales' ambitious five-year strategy. Working collaboratively with colleagues across the organisation, particularly within the Philanthropy and Communications & Marketing teams, you will help tell the story of our funding, share the impact it has on communities, strengthen relationships with donors and partners, and contribute to growing our profile and voice across Wales.



Job description

Grants Officer

Hours: Full time, 37hrs a week

Salary: £29,600

Responsible to: Grants Manager

Location: Hybrid working – working from home and the Cardiff office (at least 1 day per week, with Tuesday/Wednesday being our anchor day when team meetings take place).

Contract: Permanent

Probation period: Three months. Subject to DBS checks prior to appointment.

Key responsibilities

- Support grant applicants across a portfolio of grant programmes throughout the grant-making journey, using the CRM database to maintain accurate records and manage interactions from initial enquiry, application and due diligence through to monitoring, impact reporting and signposting.
- Assess grant applications against agreed criteria and make recommendations for funding, using assessment summaries, reports and the CRM database.
- Support and administer grant panels, including training panel members, recording decisions and communicating outcomes.
- Identify and share compelling content, case studies and impact stories from applications and grant monitoring with the Marketing and Communications and Philanthropy teams to support external comms.
- Build and maintain positive relationships with community groups, charities, donors, partners, colleagues and other stakeholders.
- Undertake any other duties that are reasonably required by the Grants Manager and wider Senior Management Team that are consistent with the level of the role.

Key skills and experience

Essential

Experience

- Experience of working within a charity, voluntary sector, public sector or office-based environment.
- Experience of using customer relationship management (CRM) systems and databases to manage information and produce reports.
- Experience managing competing priorities and working to deadlines.
- Experience building positive relationships with a wide range of stakeholders
- Experience of administration, project coordination or programme management including budget management.
- Experience of working effectively in a hybrid and/or homeworking environment.

Knowledge and skills

- Excellent written and verbal communication skills.
- Strong organisational skills and attention to detail.
- Ability to analyse information and produce clear reports.
- Excellent numerical and data handling skills.
- Proficiency in Microsoft 365, including Word, Excel, Outlook and SharePoint.
- Commitment to equality, diversity and inclusion.
- Ability to travel across Wales when required.

Personal attributes

- Values-driven and committed to making a positive difference in communities.
- Integrity, respect and discretion.
- Proactive, adaptable and solution-focused.
- Professional, reliable and well organised.
- Friendly and confident in dealing with a range of people.

Desirable

- Knowledge and understanding of the Welsh voluntary and community sector.
- We are particularly keen to hear from applicants who have experience of Salesforce CRM, including data management, reporting and process improvement.
- Experience of grants administration, grant assessment or grant monitoring.
- Experience of impact measurement, evaluation or reporting.
- Ability to communicate in Welsh is highly desirable.

How to apply

To apply please send your CV and cover letter to:
recruitment@communityfoundationwales.org.uk

In your covering letter, please refer to the key skills and experience required, noting what attracted you to this role, and how your experience and expertise will add value to our work, helping Community Foundation Wales to fulfil its ambitions.

Please also complete our Equal Opportunities Monitoring Form and return to recruitment@communityfoundationwales.org.uk, alongside your cover letter and CV. This information is used for monitoring purposes only and will not be shared with the recruitment panel or used as part of the selection process.

We know that interviews can be a daunting experience. If you're shortlisted, we want to put you at ease by:

- offering the opportunity to speak with a member of the team before interview to chat about Community Foundation Wales and what it's like to work here, to help you to get to know us better.
- committing to fully understanding any additional needs and/or any access requirements you may have, and putting any necessary requirements in place within good time.

For an informal discussion about this role, please contact Claire Buckley, Grants Manager: claire@communityfoundationwales.org.uk

The key dates and steps are listed below:

- **Deadline for applications** – 9am on Thursday 1 October 2026
- **Invite candidates to interview** – Friday 2 October 2026
- **Interviews** – Monday 5 October 2026

Good luck with your application!