



## Garfield Weston Foundation Grants Manager

The Garfield Weston Foundation is looking for talented and ambitious Grants Managers to join the Foundation's small, high performance team that supports some 3,000 charities across the UK each year.

This role will play a core part in delivering the grants programme that lies at the heart of the purpose of the Garfield Weston Foundation. The role spans all parts of the grants function, including advising applicants, assessing and evaluating applications, and preparing reports for decisions on funding. Reporting to the Senior Grants Manager plus reporting to the Deputy Director on certain specified activities, there are also opportunities to contribute to special projects and initiatives as they arise.

**To apply:** please send your CV plus a covering letter (max 2 sides A4, summarising how your skills and experience would match the role and the skills & experiences sought) to:

[recruitment@garfieldweston.org](mailto:recruitment@garfieldweston.org)

**Deadline: 8.30am Wednesday 17<sup>th</sup> September 2025.** Interviews of selected candidates will take place in central London W1 later September 2025.

For more details see the attached role description

### Background Information: The Garfield Weston Foundation

Established in 1958, the Garfield Weston Foundation is a family-founded charitable grant-making trust which in the last two financial years donated over £100 million a year to charities across the UK. Since it was established, it has donated over £1.7 billion. Last year, around 3,000 charities benefited from the grants awarded by the Foundation in sectors ranging from welfare and education to the arts and the environment.

The Weston Family Trustees today remain actively involved in the Foundation's work. The Foundation's funding was established with an endowment of shares in the family business – a successful model designed to build for the long term that has ensured that, as the businesses have grown, so too have the charitable donations.

The Foundation is well known for flexibility, as its strategy is deliberately responsive and adapts to need. Its key belief is that those at the front line of providing charitable services are best placed to identify the needs and create the most effective solutions as they understand the sectors in which they work. The Trustees aim to support talented people with practical ideas rather than to impose direction. They support quality and excellence in initiatives demonstrating clear outcomes and benefits.

Further information about the Foundation and the charities it supports can be found at:

[www.garfieldweston.org](http://www.garfieldweston.org)

## Role Description - Grants Manager

### The Role

This is a key role within the small, dynamic Foundation team: it plays a core part in delivering the grants programme that lies at the heart of the purpose of the Garfield Weston Foundation. The role spans all parts of the grants function, including advising applicants, assessing and evaluating applications, and preparing reports for decisions on funding. A target driven approach is required for the role to manage the pipeline of applications, and there are opportunities to contribute to special projects and initiatives as they arise. You will report to the Senior Grants Manager and to the Deputy Director on certain specified activities.

You must enjoy working within an environment that is mission driven, results driven, with community at the heart of its activities. You will enjoy working with a wide range of people from different organisations and backgrounds, and be skilled in reviewing and analysing a large case load and in managing priorities to meet agreed deadlines. You will be a team player, with the ability to exercise good judgment and act on your own initiative, while also taking direction where appropriate. You will have excellent communication, interpersonal and project management skills, and the ability to juggle multiple activities at one time. You must be able to manage confidential matters with complete discretion.

### What you will do

- Review grant applications, incorporating appropriate due diligence, governance and financial assessment; prepare reports, summaries and recommendations for the Trustees and review committees to consider, backed up by supporting evidence;
- Ensure that pledge, grant releases, reports and other applicant information is reviewed, filed and appropriate action taken;
- Undertake visits and meetings with charities to evaluate projects as part of the application process and create comprehensive follow up reports;
- Maintain quality data records on applications, grant activity and relationships with charities, primarily via the Foundation's database;
- Provide advice and support to charities making applications to the Foundation, managing expectations, and coordinating meetings;
- Research into current issues and projects, identifying key themes and trends, analysing relevant data; staying abreast of sector best practice; identifying projects and organisations that could benefit from grant support;
- Put together reports, briefing papers, meeting plans and agendas, and board papers, as required;
- Deliver a consistent, efficient, effective and objective approach across all applications; Work with colleagues to support and develop the processes underpinning the grant-making programme;
- Collaborate with colleagues on general administration to support the grant-making process, including answering phone calls and enquiries in line with Foundation guidelines;
- From time to time undertake special projects as instructed by the Director/Deputy Director;
- Support liaison across the team and ongoing teambuilding and cohesion;
- Manage confidential information with absolute discretion and tact
- Keep up with charity sector and grant giving trends, and share developments with peers;
- Maintain the values of the organisation and support the team in delivering its mission;
- Be flexible and willing to take on other suitable responsibilities for the Director/Deputy Director as are appropriate for the role, as and when they arise.

## What we are looking for (skills & experience)

- Educated to degree level or equivalent level of work experience;
- Significant experience working in a relevant organisation and the ability to transfer skills to this grant-making work; Work experience in charities or grant-making is preferred but not essential.
- Strong analytical skills with demonstrable ability to evaluate information critically, summarise large quantities of complex data, and present a coherent, concise and objective evaluation;
- Highly organised, with ability to juggle multiple tasks, prioritise effectively, deliver high standards of performance to agreed targets and deadlines, and work well in a fast-paced environment under pressure;
- Good project management skills;
- Excellent oral and written communication skills;
- Strong problem-solving skills, self-starter with the ability to use initiative to deal with challenges arising, but also to take instruction where required; enthusiasm to learn on the job and willingness to adapt to new opportunities and ideas;
- Numerate and able to interrogate accounts and annual reports;
- Great attention to detail and accuracy;
- Good IT skills, specifically Microsoft Office, plus competent utilising databases, and the ability to pick up quickly other software on the job with suitable training;
- Excellent interpersonal skills with the ability to work well alongside colleagues at all levels;
- Highly responsible with the ability to work with absolute discretion, tact and confidentiality;
- Collaborative team player; Proactive in providing support, assistance and understanding to colleagues;
- Adaptable, with a 'can do' attitude;
- Passion for the charitable sector.

## General Information

**Hours:** Full-time

The role will involve travel within the UK on a regular basis to visit charities and applicants, with occasional (pre-planned) overnight stays.

**Reporting:** The role principally reports to the Senior Grants Manager, reporting to the Deputy Director on certain specified activities. Wittington Investments Limited is the employing entity of the Garfield Weston Foundation team.

**Location:** The Foundation Offices in central London W1. On a discretionary basis, team members are offered the opportunity to work from home on one day a week (post probation).

The office has secure space for bicycles, showers (towels and toiletries provided) and also provides excellent facilities (refreshments & hot drinks, fresh fruit, etc).

**Salary:** Between £40-45k per annum, depending on experience.

**Additional benefits:** the role comes with certain additional benefits, including contribution to a company pension scheme: details can be provided upon enquiry

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**Deadline: Monday 8.30am Wednesday 17<sup>th</sup> September 2025.** Interviews of selected candidates will take place in central London W1 in later September 2025.

The Garfield Weston Foundation values and celebrates diversity. We welcome and encourage all applicants and encourage you to apply if you are from a community that is often disadvantaged by society or of minority background.