



Job Description

Grants Officer

Job Title: Grants Officer

Organisation: South Kent Mind

Location: Flexible / Hybrid Working

Salary: £Negotiable

Working Pattern: Flexible hybrid working

About the Organisation

South Kent Mind is committed to ensuring that nobody has to face a mental health problem alone. We provide vital support services to people experiencing mental health challenges across local communities. Our work is driven by compassion, partnership, and the belief that better mental health should be accessible to everyone.

The Role

We are seeking a motivated and relationship-focused Grants Officer to help grow sustainable income that supports life-changing mental health services.

In this role, you will support the charity's long-term sustainability by researching funding opportunities and producing high-quality grant applications to trusts, foundations, statutory bodies, and other grant-making organisations, helping us deliver and expand our charitable activities.

Key Responsibilities

- Research and identify suitable funding opportunities from trusts, foundations, local authorities, NHS integrated care boards, National Lottery Community Fund, and other relevant UK grant-makers
- Maintain an up-to-date funding pipeline/calendar of opportunities, deadlines, and reporting requirements
- Work with the CEO, staff, and project leads to gather information about our projects, outcomes, budgets, and impact data needed for applications

- Write clear, compelling, and well-structured grant proposals, letters of enquiry (LOIs), expressions of interest, and supporting documents in line with each funder's guidelines
 - Prepare accurate budgets and financial information for grant applications (in collaboration with the treasurer/finance lead)
 - Submit applications on time and follow up as required
 - Write post-award grant reporting and evaluation
 - Keep accurate records of all applications, correspondence, and outcomes (using shared tools such as Google Drive, Excel, or the charity's chosen CRM)
- Skills and Experience (Essential):

Person Specification

Essential

- Excellent written English with the ability to produce clear, persuasive, concise, and well-structured documents
- Strong research skills and confidence using online databases/portals (e.g. Trustfunding.org.uk, Funds Online, 360Giving, Charity Commission register, Foundation Directory)
- Good attention to detail and ability to follow complex application guidelines precisely
Self-motivated and able to manage your own time and meet deadlines
- Basic understanding of Microsoft Word, Excel/Google Sheets, and cloud-based file sharing
- Strong relationship-building skills with the ability to engage a range of stakeholders.
- Excellent communication and interpersonal skills.
- Highly organised with the ability to manage multiple activities and priorities.
- Passion for supporting mental health and community wellbeing.

Desirable

- Previous experience in grant/proposal writing for UK charities
- Familiarity with common UK funders in our sector (e.g. National Lottery, Children in Need, local community foundations, etc.)
- Understanding of outcomes/impact measurement in the charity sector
- Experience working with budgets or simple financial narratives
- Knowledge of safeguarding, equalities, or GDPR principles in a charity context
- Experience in fundraising, income generation, partnerships, or a similar role.

- Experience with community or corporate fundraising initiatives.
- Experience writing trust or foundation funding applications.
- Experience coordinating fundraising events or campaigns.

Why Join South Kent Mind?

- Be part of a supportive, values-driven organisation making a real difference to people experiencing mental health challenges.
- Your work will directly contribute to sustaining and expanding essential community services.
- Opportunity to shape fundraising activity and grow new income streams.
- Work alongside a passionate and collaborative team committed to meaningful impact.
- Flexible hybrid working with a £negotiable salary.