

About the project

What is the Greater Manchester Environment Trust (GMET)?

The Greater Manchester Environment Trust (GMET), formerly known as the Greater Manchester Environment Fund (GMEF), is a UK Registered Charity that channels green finance into Greater Manchester. We work with grassroots groups, corporate supporters and a network of partners across the city region to make Greater Manchester greener for all.

We currently manage and administer the Green Spaces Fund. We also work with organisations to help them meet environment-focused aims, including Corporate Social Responsibility, Social Value, Biodiversity Net Gain commitments and Carbon Offsetting.

The GMET is managed by the Lancashire Wildlife Trust (LWT) and funded by the Greater Manchester Combined Authority (GMCA).

Job Description

Post Title:

GMET Grants Officer

Responsible to:

GMET Programme Manager

Location:

Hybrid with office base out of our Bolton or Preston site. The successful candidate will be able to travel easily to Manchester to work from GMCA offices where required

Hours of Work:

35 hours per week

Salary:

£27,537.28 per annum

Duration of post:

12 months full time (possible extension-funding dependant)

Other:

All candidates must have the Right to Work in the UK

PURPOSE OF POST

We are looking forward to welcoming a new Grants Officer to the Greater Manchester Environment Trust team.

The postholder will handle grant applications from application stage to award. This will involve processing grant claims, dealing with queries surrounding project delivery to and ensuring payments are issued to the awardees in a timely and efficient manner. This role also supports the day-to-day administration and governance for GMET and its staff and provides support role to the Board. This role will be the first point of contact for applicants and grant winners and will ensure effective running of all activity delivered by the GMET Programme Team.

KEY ROLES AND RESPONSIBILITIES

The Officer role will include:**Grants Management**

- Advising applicants about the grant programme eligibility.
- Supporting on any grant guidance changes.
- Supporting potential applicants in the grant application process, including advice on project applications, criteria, eligibility, deadlines, project completion and feedback.
- Supporting with the detailed assessment of project applications, including due diligence.
- To co-ordinate award letters and providing all appropriate paperwork.
- Issuing claim documents and process them for payment once returned.
- Dealing with project queries and budget variations.
- To check, process and seek authorisation of payments, ensuring they are accurate and valid, resolving inaccuracies where necessary.
- Supporting management and development of internal grant management CRM. (FlexiGrant)

Organisation Management, Board Support & Partnership Collaboration.

- Supporting with the collation of information presentations and reports.
- Supporting with governance and booking meetings, taking minutes, providing papers, etc.
- Registration and induction of future Board members.
- Supporting the GMET team with I.T equipment.

Finance Management

- Processing grant claims for awardees and issuing their payments for Green Spaces Fund.
- Use of Xledger to create invoices and perform searches of payments and purchase orders.
- Scheduling of payments to projects on quarterly and bi-yearly bases to be paid into GMET accounts.
- Supporting financial reporting on the new grants management database to take over all manual systems within GMET.

- Supporting the management of an online grants management system, directly liaising with Flexigrant and producing training and guidance for the GMET team to be able to use the system.
- Supporting on all changes required, and the establishment of any additional programmes as they develop.
- Ensuring that grant records are maintained and updated through this system.
- Producing reports through the system that monitor progress.
- Utilising the system to allocate applications for assessment and scoring by independent panellists.
- Line management of the GMET Support Assistant and other administrative support where required.
- Undertaking appropriate training activity for skills and personal development.
- Taking an active role in the GMET team, forming positive and co-operative working relationships.
- Working occasional flexible hours (weekend and evening) when required for project implementation.
- Undertaking duties with full regard to all organisational policies and procedures, particularly health and safety, equal opportunities, customer care and environmental policies.
- Working as part of a team alongside staff and volunteers as required.
- Upholding the working values and expectations of the Lancashire Wildlife Trust.
- Carrying out other duties relevant to your post as reasonably required by your line manager.

The job holder is required to follow and comply with all policies and procedures of the Trust which includes the Trust's Health and Safety procedures in the workplace, ensuring personal safety and the safeguarding of the interests and safety of all staff, trainees, visitors, and others at the Trust

Person Specification

EXPERIENCE

Essential

- At least one year experience of grants administration and the grant giving process
- Project assessment, grant distribution and project monitoring
- Implementing, maintaining and managing effective information systems and procedures
- Support with presenting information for meetings, taking minutes and managing events / meetings.
- Customer Service experience

Desirable

- Presenting proposals for investment opportunities

KNOWLEDGE

Essential

- Principles of excellent Customer Service
- Information Management systems
- Grant making bodies and their processes

SKILLS

Essential

- Excellent customer support
- Ability to develop working relationships with a wide range of people
- Excellent IT skills including Office, databases, Excel and Powerpoint

Desirable

- Ability to operate, maintain and monitor information systems

PERSONAL QUALITIES

Essential

- Commitment and enthusiasm to the Trust and its work
- Commitment to the Trusts policy on Equality, Diversity and Inclusion
- Enthusiastic and friendly team player
- Good organisational skills and the ability to prioritise workloads effectively
- Self-discipline, ability to work with minimum supervision, to use initiative to adapt within a changing environment, and to meet deadlines
- A positive and mature approach using tact and diplomacy, and to deal with information in a confidential manner at all times

Desirable

- A strong empathy with the environment and a desire to improve it

General Terms & Conditions

Holidays: 28 days per annum (increasing with length of service), plus bank holidays.

Pension: The Trust contributes to the NEST Pension Scheme. Full details will be provided.

Hours of Work: 5 consecutive 7 hour days per week. Normal working pattern will be 9.00am – 5.00pm.

Overtime is not paid but time off in lieu may be taken, where appropriate, as the post may involve some evening or weekend work.

Duration of post: This post is offered on a contracted basis for 12 months. All new employees undertake a probationary period of 6 months; in which time they are expected to demonstrate their suitability for the post.

Closing Date: Midnight on Sunday the 28th of June 2026.

Interviews: TBC (These will be in person in Manchester city centre).

To apply for this position you are required to complete an Application Form which can be downloaded from our Website: www.lancswt.org.uk/jobs
Completed applications should be returned to: applications@lancswt.org.uk

Thank you for your interest in working for the Greater Manchester Environment Trust. We look forward to receiving your application.

TERMS OF REFERENCE

As an inclusive employer, The Wildlife Trusts value diversity and we're committed to creating an inclusive culture where everyone is able to be themselves and to reach their full potential. We actively encourage applications from people of all backgrounds and cultures. We believe that a diverse workforce will help us create our vision of people close to nature, with land and seas rich in wildlife.

To understand how we are performing, we ask that you kindly complete a Diversity Monitoring Form in addition to your application.

Please be assured that your responses are kept confidential, separate from your candidate record, are not part of any application you make, and that the recruiting staff never see individual responses to the questionnaire.

Criteria Common to All Job Descriptions:

A Job Description sets out the purpose of the job, where it fits into the Trust's structure, the context within which the job holder functions and the principal accountabilities of job holders, or the main tasks they have to carry out. It is not a definitive work plan. This document is intended to provide guidance on the scope and function of the job.

Equal Opportunities Statement:

All employees are required to adhere to and promote the principles and operation of the Trust's policies on equalities, to ensure that services provided are relevant to ethnically diverse communities and other disadvantaged groups in the area.

Safety, Health and Environment Statement:

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the Trust's Safety, Health and Environment (SHE) at Work Policy and associated SHE policies and guidelines. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the Trust including personal protective equipment in accordance with training or insurance. All members of Trust staff are responsible for informing their line managers of any potential gaps in the current Trust Policy. All employees are responsible for ensuring that the SHE Policy is up to date and continuously reviewed and evaluated.

Performance Review:

All employees will participate in the Trust's Performance Review process. The process aims to ensure that performance standards/targets are jointly agreed between employees and line managers and are achieved within agreed time scales. Failure to maintain an appropriate standard indicated by management can result in Capability proceedings being taken.

Commensurate Statement:

At times, the Post holder will be required to undertake other duties and responsibilities of a similar level and nature in order to support workload peaks and resources and skill shortages, ensuring priorities are met. This will be sensitive to available resources and individual skills and will generally be within the same area.

Adherence to Staff Handbook, Policies and Procedures:

The Trust is a large, diverse charitable organisation and as such needs to ensure that all employees are aware of their obligations to and from the organisation. These are clearly defined in the Staff Intranet and in the policies and procedures adopted by Council as part of the Trust's governance. All Employees have an obligation to read and understand these policies, especially those that are pertinent to this role.