

CHARITY GRANTS COORDINATOR REQUIRED

James Marshall Foundation (JMF) supports financially disadvantaged young people aged 4 to 24 years old living in Harpenden, Wheathampstead, Kimpton, Redbourn, Flamstead or Markyate with grants for education and career development opportunities.

We are seeking a dedicated Grants Coordinator to oversee the charity's grant operations.

The key responsibility of the role is the coordination and administration of the grant awards process involving the assessment of applications, approvals and subsequent payments. This will involve working alongside 2 part-time grant associates and will interact with schools and suppliers in our local community. The individual will also have some involvement within a range of other areas associated with the Foundation including property management, finance, operations and compliance.

Financial experience and excellent communication skills essential.

The role is based in our office in Harpenden, with an expectation of 24-32 hours a week on a minimum of 4 days.

Attendance at some evening meetings will be required. Salary £35 - 40k FTE

Closing date for applications: 9am Monday 5th January 2026

For further information about JMF, please visit our website www.jamesmarshallfoundation.co.uk.

For an application pack, please email recruitment@jamesmarshallfoundation.co.uk

Charity number : 1181004