

act:onaid

Changing the world
with women and girls

Job Description:

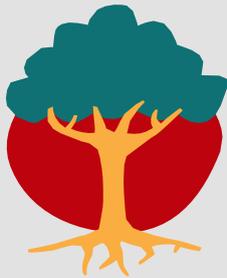
Proposals and Grants Officer



Suya, Eva and Hellen, are members of the Loketa Women's and Girls Centre in the Imvepi refugee settlement, Uganda. The trio work as a voice for women in their community.

Thank you for your interest in learning more about positions at ActionAid UK.

ActionAid UK is an independent charity and member of Action Aid International, a global federation working for a world free from poverty and injustice. ActionAid UK focuses on women and girls because the denial of their rights is a grave injustice and one of the principal underlying causes of poverty worldwide.



Our vision

We believe in the individual and collective power of women and girls to create a just and fair world. A world imagined by social movements, particularly feminist and indigenous movements, centred around the care and wellbeing of people and the planet. A world in which women and girls, in all their diversity, can achieve their goals, fulfil their rights and define their future.

We are looking for employees who share our passion to fight gender inequality and will ensure women, girls and their movements are at the heart of our work. You would be joining at an exciting time as we launch a new 2025-2028 strategy which sets out our vision, mission and approach, implemented through the four strategic goals below.



Equity is central to our mission and values: we recognise and address disparities based on socioeconomics, gender, sex, age, sexual orientation, faith, race, ethnicity and disability. We particularly welcome applications from people of colour, individuals from working class backgrounds, with disabilities, and experience of working with women's rights organisations or movements in Africa, Asia and Latin America, to enrich the diversity.

About ActionAid

ActionAid UK is a member of the ActionAid Federation, a federation of 43 national organisations with a presence in 71 countries worldwide. Globally, we want to see a system that is fair and just for all, that starts from a foundation of human rights, peace and security, balance with the rights of the natural world.

In the UK, our primary role is to raise funds to support the work of Federation members who work with over 3,000 partner organisations including social movements, youth networks and women's rights organisations to tackle inequality and injustice in their communities.

While a lot of ActionAid UK's work is supporting the Federation's humanitarian and development work through raising much needed funding, this isn't the whole story. We also tackle the root causes of global inequality and injustice by influencing UK Government commitments and policies on a range of interlinked issues including climate justice, decent and dignified work, fair public services, peace and security and an end to violence against women and girls. For more information, please find our [latest annual report here](#).



The team behind ActionAid's Girl-led Research Project spending time together.

Operational / External Title: Proposals and Grants Officer	
Role Title:	Proposals and Grants Officer
Date of JD Review:	4 February 2026
Department:	Funding
Team:	Strategic Funding and Insight, Philanthropy & Partnerships
Tenure:	Part time & Permanent
Band & Range:	Band B
Location:	London
Reports to:	Senior Strategic Funding Specialist
DBS check required:	No [DBS Roles]
Role requires travel:	No
Budget Holder	No
Direct Reports:	No
Indirect Reports:	No
Dotted line reports:	No
Does This role require Travel:	No
<p>Internal Key Contacts:</p> <p>Philanthropy & Partnerships team, working closely with Specialists and Senior Specialists in the Strategic Funding Team and Account Managers across the Philanthropy, Trusts and New Markets, and Private Sector Partnerships and Engagement teams; Fundraising and Programmes colleagues in implementing countries across the ActionAid Federation.</p> <p>External Key Contacts: N/A</p>	

Purpose Of the Role: To work across the Philanthropy and Partnerships (P&P) team, and closely with Specialists and Senior Specialists in the Strategic Funding (SF) team, to help secure income and retain donors through producing compelling donor communications, delivering effective grant management, and sharing up to date information from across the ActionAid Federation.

Main Accountabilities:

Team Working

- Engage with and demonstrate commitment to AAUK's mission, vision, values and strategic aims, and 'My Feminist Behaviours' (including adherence to our Code of Conduct).
- To undertake any other duties, appropriate to the level in accordance with agreed procedures and guidelines.
- Proactively engage with the performance development approach, taking responsibility for seeking appropriate development opportunities and taking part in learning.

Produce compelling donor communications for philanthropic individuals, charitable trusts and private sector donors

- Produce creative and inspiring donor communications and information pieces for high value donors and prospects, focusing on ActionAid's funding priorities and most strategic work including unrestricted and co-financing.
- Produce concept notes, reports and ad-hoc materials for strategic funding and institutional projects in need of 'co-financing' from high value donors.
- Develop strong and productive working relationships with staff across a range of ActionAid Federation members and with specialists in AAUK and across the federation, to assist in developing coherent and compelling donor communications.
- Source and write up compelling case studies and human-interest stories to be used in donor communications, including propositional pieces, information pieces, proposals and reports.
- Ensure all communications are produced in line with ActionAid's brand and key messages, and that content is aligned with AAUK's strategy and safeguarding policies and procedures, as well as our commitment to anti-racist storytelling.

Deliver grant management and report writing for a select number of grants

- Manage a small personal portfolio of restricted grants and deliver effective grant management throughout project cycles.
- Establish grant management and reporting schedules for new grants, applying appropriate programme quality assurance processes and tools to ensure P&P's grants are set up and managed to the highest standards.
- Carry out remote monitoring of these grants by building relationships with key programme staff in implementing countries or staff in AAUK, if appropriate.

- Fulfil reporting commitments of these grants – producing both inspiring narrative and accurate financial reports on time and to a high standard.
- Transfer consultant-written donor reports into InDesign/Sway software.
- Draft internal memoranda of understanding (MOUs) and relevant annexes/addenda to support grant management of other grants within the strategic funding team as needed.

Maintain a knowledge base of programme and fundraising information

- Coordinate information for creation and circulation of a monthly team newsletter highlighting news and developments from across the ActionAid Federation.
- Monitor social media and internal communication channels, including Federation Member newsletters and reports for content that will be beneficial for the wider P&P team and their donors.
- Support information and knowledge management for the P&P team, including file management.
- Support use of ActionAid's Contract Management System through updating current grants and funding priorities.

EXPERIENCE, KNOWLEDGE & EXPERTISE

Essential Criteria:

- Commitment to AA's vision, [mission](#) and values, including a commitment to [feminist principles](#), safeguarding, and working in an organisation committed to working for the rights of women and girls.
- Commitment to AA's values of Equality, Diversity & Inclusion and upholding the values of becoming an anti-racist decolonised INGO.
- ActionAid UK is committed to preventing any form of sexual harassment, exploitation, and abuse (including child abuse and adult at-risk abuse) and responding robustly when these harms take place. We expect all ActionAid UK Staff and ActionAid UK Associated Personnel to share this commitment.
- Commitment to continually improving your digital skills and knowledge within the working environment.
- Commitment to AAUK's Data Protection & Processing Policy and ability to comply with Data protection legislation and best practice in data management and processing.
- A proven track record in producing high quality, compelling written materials and displaying a high level of accuracy and attention to detail.
- Ability to translate technical programme information into compelling donor communications for different audiences.

- Previous experience of working in a fast-paced environment and of managing and prioritising a varied workload to meet agreed deadlines.
- Previous experience of working in a cooperative and flexible way as part of a busy team.
- Ability to review existing team systems and processes and innovate to improve team efficiency.
- Proven ability to prioritise and manage a varied workload, taking initiative and meeting deadlines.
- Excellent verbal and written communication skills – ability to produce compelling written communications for a varied audience.
- Ability to present structured and cohesive arguments both written and verbally.
- Strong interpersonal and relationship building skills – ability to communicate well across a range of people both in the UK and internationally.
- Willingness to provide administration support with strong organisational skills

Desirable Criteria:

- Experience of living and working in the “Global South”, especially regions where we are funding programmes & projects
- Experience of working for an INGO
- Experience of writing proposals, information pieces, reports or communications materials for major donors, trusts and foundations or corporate donors.
- Experience of working with project budgets and presenting financial information in an understandable and compelling way.
- Experience of using InDesign software.
- A good understanding of international development programmes, including terminology and language.

[Click here for 'My Feminist Behaviours'](#)

This role profile sets out the current duties of the post that may vary from time to time without changing the character of the job or the level of responsibility entailed. However, all role profiles are regularly reviewed and updated accordingly in line with organisational needs.

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[actionaid.org.uk](https://www.actionaid.org.uk)

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