



HEAD OF GRANTS AND COMMUNITY

Job Description and Application Process

August 2026

SUMMARY

The organisation

Hammersmith United Charities has been at the heart of Hammersmith for more than 400 years. Founded in 1618, we provide almshouse accommodation for older people on low incomes and invest in the future of our community through grant making, partnerships and community leadership.

As one of London's oldest place-based charities, we combine our long history with a strong commitment to the future of Hammersmith, working alongside residents, community organisations, businesses and public sector partners to help tackle inequality and strengthen our community.

Each year we award around £380,000 to local community organisations supporting people facing disadvantage and tackling inequality. We are also a founding partner of H&F Giving, helping to grow local philanthropy, connect people and organisations, and ensure Hammersmith and Fulham has the resources and partnerships it needs to thrive.

The opportunity

This is a rare opportunity to help shape the future of one of London's oldest and most distinctive place-based charities. Working directly with the Chief Executive and Trustees, the role has significant influence over the Charity's strategic direction, grant making, partnerships, communications and wider community work.

Much more than a traditional grant-making role, it combines strategic leadership with operational delivery, providing the opportunity to strengthen local organisations, develop new initiatives, build partnerships, and help ensure the Charity responds effectively to changing community needs.

The role is varied, outward-facing and highly collaborative. It offers the autonomy to take ideas from concept to delivery, working closely with colleagues, Trustees, community organisations, and strategic partners to maximise the Charity's impact.

Hammersmith is home to a diverse and thriving voluntary and community sector, with a strong culture of partnership and collaboration. It is an inspiring place to build relationships and work alongside others who are making a real difference to the lives of local people

Head office & Sycamore House
Sycamore Gardens, London, W6 0AS
General enquiries: 020 8741 4326

Registered Charity No: 205856
Homes and Communities Agency Registered No:1789



About you

You will be a strategic and collaborative leader with a strong understanding of the voluntary and community sector and a passion for tackling inequality.

You will be an excellent communicator, able to build trusted relationships with a wide range of people, think strategically while delivering operationally, and use evidence and insight to inform decision-making.

You will thrive in a small, ambitious organisation where your ideas can quickly become reality. You will enjoy combining strategic thinking with hands-on delivery, taking ownership of new initiatives and seeing them through from concept to completion.

Most importantly, you will share our commitment to strengthening communities and helping ensure local people have the opportunity to thrive.

We welcome applications from people of all backgrounds, particularly those whose lived experience, skills and perspectives will help us better understand and serve our diverse community or who have a strong connection to Hammersmith and Fulham.

We recognise that no candidate will meet every requirement. If you are excited by the opportunity and believe you have the skills and experience to make a significant contribution, we would encourage you to apply.

Purpose of the role

This is a senior leadership role responsible for leading Hammersmith United Charities' grant making, communications and community development activities.

The post holder will

- Work closely with the Chief Executive to shape organisational strategy, ensuring the Charity understands local needs and responds effectively through its grant making, partnerships and wider community work.
- Lead the Charity's grants programme, communications and community development activities, ensuring they are evidence-led, effective and aligned with the Charity's strategic priorities.
- Build and maintain strong relationships across the voluntary, public and private sectors, strengthening the Charity's influence and contribution within Hammersmith.
- Contribute to the overall leadership of the Charity, supporting the Board and deputising for the Chief Executive when required.

APPLICATION PROCESS

Please email your application to clerk@hamunitedcharities.com by 12 noon, Monday 21 September 2026.

Your application should include:

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- A current CV.
- A supporting statement of no more than two pages explaining:
 - Why you are interested in joining Hammersmith United Charities.
 - How your skills, knowledge and experience meet the requirements of the role.
 - Your experience of, and views on, the role of community organisations in tackling inequality.
 - Why you believe place-based charities such as Hammersmith United Charities are important.
 - The contribution you would hope to make to Hammersmith United Charities and the wider Hammersmith community if appointed.

If you would like an informal chat with the current post holder or the Chief Executive Officer before applying or if you have any questions please email clerk@hamunitedcharities.com.

First interviews are likely to be held online on the 6th or 8th October 2026. Second interviews will be held at Sycamore House (W6 0AS) on the 19th or 23rd of October 2026.

We are committed to making reasonable adjustments throughout the recruitment process and in employment. If you require any adjustments to support your application or attendance at interview, please let us know.

JOB DESCRIPTION

Reports to:	Chief Executive
Direct report:	Grants and Communications Officer (3 days, 22.5 hours per week)
Hours:	4 days (30 hours) per week with occasional evening and weekend working for meetings and events, 3 days will also be considered
Location:	Office based (Sycamore House, W6 0AS) with frequent visits to community organisations and community events in Hammersmith
Salary and benefits	Up to £60k per annum pro rata (depending on experience) 28 days annual leave plus bank holidays (pro rata) Up to 8% employer pension contribution Health cash plan on completion of probation

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Key responsibilities

1. Strategic Leadership

Provide strategic leadership for the Charity's grant making and community investment, ensuring it remains responsive to changing community needs and opportunities

- Contribute to the strategic leadership of the Charity alongside the Chief Executive and Board.
- Develop strategies for grant making, community investment, communications and partnerships.
- Advise Trustees and colleagues on emerging opportunities, risks and trends affecting the Charity and the communities it serves.
- Deputise for the Chief Executive where appropriate.
- Foster a collaborative, inclusive and continuously improving culture.
- Work collaboratively with colleagues across the Charity to ensure grant making, housing, communications and community activities complement one another and contribute to the Charity's overall mission.

2. Lead the Charity's Grant Making

Ensure the grants programme maximises impact for local communities and reflects sector best practice.

- Promote an accessible and inclusive grants programme that attracts high-quality applications from organisations tackling inequality in Hammersmith
- Ensure grant making policies and processes reflect current best practice, including IVARs open and trusting principles
- Assess applications and prepare recommendations for the Grants Committee.
- Support the Grants and Community Committee through high-quality reports, papers and minutes.

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- Work with Finance colleagues to manage department budgets, payment schedules and financial monitoring.
- Oversee grant administration to ensure payments are accurate, timely and compliant with Charity policies.
- Lead the development of new grant programmes, funding partnerships or new funding approaches.
- Oversee the continued development of digital grants management systems
- Support the development of a strong and resilient voluntary and community sector.

3. Impact, Learning and Insight

Ensure the Charity understands local need, measures its impact effectively and uses evidence and learning to improve future decision-making.

- Develop approaches to measuring the impact of grant making and community investment.
- Build strong relationships with funded organisations through regular contact and project visits.
- Review monitoring information to ensure grants are achieving their intended outcomes
- Gather and analyse evidence on local need and emerging trends
- Use learning and research to inform future grant making and organisational strategy.
- Produce reports demonstrating the Charity's impact for Trustees and other stakeholders.

4. Community Leadership and Partnerships

Build strong partnerships that strengthen local organisations, encourage collaboration and maximise the Charity's impact within Hammersmith.

- Develop productive relationships across relevant voluntary, public and private sectors.
- Build networks with other trusts, foundations and grant makers.
- Identify opportunities for collaboration that maximise community impact.
- Use HUC's convening power to bring together organisations around shared local challenges.
- Represent the Charity at strategic partnerships, networks and public events.
- Create opportunities for local organisations to collaborate, learn from one another, and strengthen their impact.
- Support the development of H&F Giving and identify opportunities for partnership working with H&F Giving.

5. Communications

Lead the Charity's communications to raise awareness of local need and inequality, champion the contribution of community organisations and ensure the Charity reaches the people who need us most.

- Work with the Chief Executive to develop and deliver the Charity's communications strategy.
- Raise awareness of the issues affecting people and communities across Hammersmith.
- Demonstrate the impact and value of local community organisations and the difference they make to local people.
- Promote the Charity's work through digital communications, publications, media and events. This includes raising awareness of the Charity's almshouse accommodation to ensure a strong pool of

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applications from eligible local people most in need.

- Ensure communications reflect the Charity's values and strengthen its reputation as a trusted, evidence-led place-based charity.
- Oversee the work of third-party contractors or suppliers supporting the communications plan.

6. Leadership and Management

Provide effective leadership and management that enables staff to perform at their best and supports the successful delivery of the Charity's objectives.

- Line manage and develop the Grants and Communications Officer.
- Foster a positive, collaborative and high-performing team culture.
- Ensure effective planning, prioritisation and delivery across multiple workstreams.
- Contribute to organisational planning, policy development, budgeting and risk management.

7. Organisational Responsibilities

- Comply with the Charity's policies, procedures and delegated authorities, ensuring the highest standards of governance, integrity and accountability.
- Always act in accordance with the Charity's values, Code of Conduct and legal and regulatory obligations.
- Promote equality, diversity and inclusion in all aspects of the role.
- Ensure safeguarding, health and safety, data protection and information security responsibilities are understood and fulfilled.
- Undertake any other duties consistent with the level and responsibilities of the post, as reasonably requested by the Chief Executive.

This job description outlines the main duties and responsibilities of the role. It is not intended to be an exhaustive list of all tasks that may be required.

Hammersmith United Charities reviews job descriptions periodically to ensure they continue to reflect the needs of the organisation and the responsibilities of the post. Any significant changes will be discussed with the postholder, and the Charity will seek to reach agreement wherever possible. Hammersmith United Charities reserves the right to amend this job description following appropriate consultation to meet the changing needs of the organisation.

Person specification

	Essential	Desirable
Qualifications		
Degree or equivalent professional experience	✓	
Knowledge		
Understanding of the voluntary and community sector	✓	
Knowledge of grant making principles and best practice	✓	

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Understanding of charity governance and working with Trustees	✓	
Knowledge of impact measurement and evaluation		✓
Understanding of current issues affecting communities experiencing inequality	✓	
Knowledge of grants management systems (Salesforce)		✓
Lived experience of the issues affecting local communities		✓
Skills		
Excellent written and verbal communication in English	✓	
Able to engage a wide variety of stakeholders with flair and imagination using different channels and media	✓	
Strong analytical and strategic thinking	✓	
Excellent stakeholder management and influencing skills	✓	
Able to manage multiple priorities independently	✓	
Effective financial planning and budget management skills, able to set and manage budgets	✓	
Excellent organisational skills and attention to detail	✓	
Strong IT skills including Microsoft Office and digital communications	✓	
Ability to develop a strong understanding of Hammersmith and the communities we serve.	✓	
Experience		
Experience working with community organisations at a strategic level	✓	
Experience leading grant programmes or managing funding programmes	✓	
Experience developing strategic and operational partnerships across sectors	✓	
Experience preparing reports and papers for Boards or committees	✓	
Experience leading communications or influencing activity including websites, events and social media	✓	
Experience managing staff		✓
Senior leadership experience	✓	
Experience designing new programmes or services		✓

Personal Attributes

- Passionate about reducing inequality and strengthening communities.
- Committed to the value of local voluntary organisations.
- Collaborative and supportive leadership style.
- Curious, pragmatic and solutions focused.
- Sound judgement and a confident decision maker.
- Flexible and comfortable working in a small organisation where priorities can change and work can be a mix of strategic and hands-on operational.
- Committed to equality, diversity and inclusion.
- High levels of integrity, professionalism and discretion.

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