

**Sheffield
Hospitals
Charity**

Grants Officer

Job Description

January 2026

Hello you!

I'm Shasta, Director of Grants at Sheffield Hospitals Charity.

We're looking for a hands-on, value-driven Grants Officer who thrives as part of a team and wants to make a real difference.

This isn't just a job—it's a chance to touch the lives of everyone in Sheffield and beyond. Every grant we award has the power to improve patient care, support NHS staff, and transform services across two Trusts.

The role is never boring. One day you might be helping fund cutting-edge equipment, the next creating spaces for staff wellbeing or backing innovative projects that change how care is delivered.

You'll need persistence, adaptability, and strong relationship-building skills to engage NHS teams under pressure and help turn their ideas into funded projects.

We award around £2.5m in grants each year, thanks to donations from grateful patients, staff, and the public. Most of our work responds to applications from NHS staff, but we also run competitive funding calls and collaborate with partner organisations. Everything we fund must be charitable—whether it's a new initiative, service improvement, or capital investment.





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You'll join a small, close-knit team that works hard and supports each other. Together, we make things happen. If you're ready for your next challenge and passionate about improving lives in Sheffield, we'd love to hear from you.

Shasta Ashraf, Director of Grants



We are Sheffield Hospitals Charity

We help Sheffield's hospitals, community teams, mental health and specialist services to cover costs their NHS budgets can't. We fund support for patients and staff, life-changing research and more, so that we can enhance care **from birth to the end of life and everything in between.**

We provide additional funding to **Sheffield Teaching Hospitals NHS Foundation Trust** and **Sheffield Health Partnership University NHS Foundation Trust** who support people at every stage on life's journey.

From welcoming babies into the world on the **Jessop Wing**, supporting cancer care at **Weston Park**, specialist care at the **Royal Hallamshire, Charles Clifford** and the **Northern General**, to improving the mental, physical and social wellbeing of people in our communities.

Somewhere along the line, our funding is likely to have helped you or someone you love.

As well as funding provisions for patients, our grants also contribute to training, equipment and wellbeing projects for NHS professionals.

By looking after the staff and services at the centre of patient care, we're making sure they're ready to look after you.

The work we fund is only possible through generous donations, fundraising events, corporate support and a coming together of our community. With your help, we'll make sure that the care you and your loved ones receive is the best it can be.

Further information:

[Sheffield Hospitals Charity Strategy 2024-27](#) and [Impact Report 2024/25](#).

Our vision

Every person cared for and working in our hospitals, community and social care services is treated with compassion and has access to the best equipment and treatments in the best environments.

Our mission

We help Sheffield's hospitals, community teams and health and social care services to cover the costs that the NHS can't. By funding support for patients and staff, life-changing research and more, we enhance care from birth to the end of life and everything in between.

Our values and behaviours



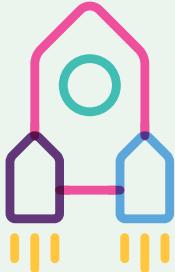
We're the best together

We work collaboratively with our beneficiary Trusts and other organisations to have the greatest impact for the people of Sheffield. We help our supporters and volunteers to give back to the NHS in ways that suit them. We employ talented people and encourage each other to be the best we can be.

Expected behaviours:

- I seek input from my colleagues and take advice from others to deliver the best I can
- I proactively seek out opportunities to collaborate with others so that we can achieve more for our NHS
- I look after and look out for my colleagues; lending a hand and lifting them up

We go the extra mile



Whether you're a patient, NHS staff, supporter or employee, we strive to make people feel uplifted. Our funding is always above and beyond what the NHS can provide, and we ask, 'How can we fund the best outcomes in this area?'. We go the extra mile for each other, our beneficiaries and our supporters, and ask, 'How can we help?'. As a team, we celebrate our successes and work hard to improve and innovate.

Expected behaviours:

- I am audience-led, in line with the needs of the charity, giving people the best experience of working with Sheffield Hospitals Charity
- I am proactive and solutions-focused, bringing proposals and solutions to the table
- When I can't help to deliver a task or solve a problem, I aim to find someone who can

We look to the future



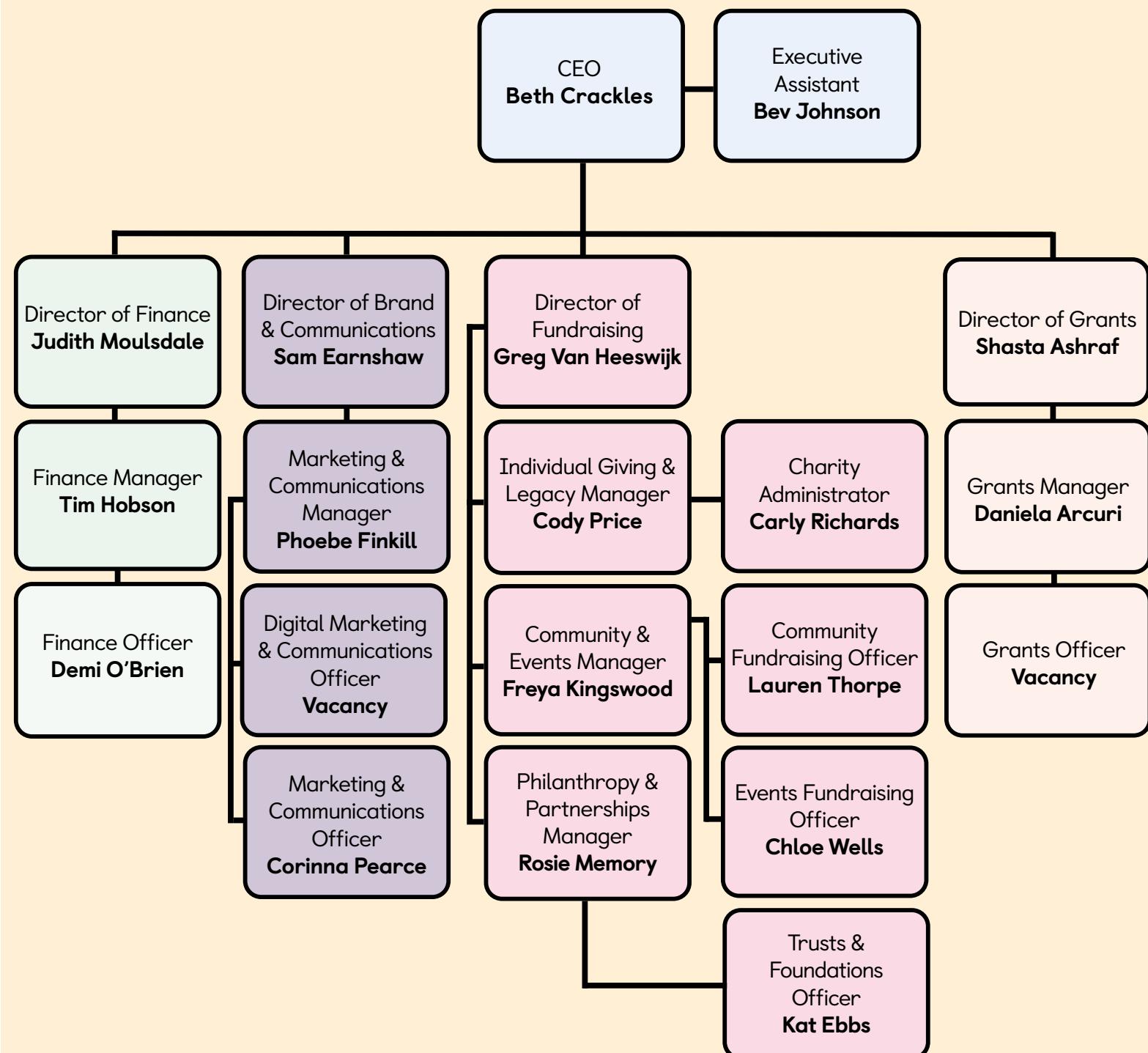
We help build a brighter future for the NHS in Sheffield. When funding, we ask, 'How will this help our Trusts now and in the future?'. As a charity, we aim to be financially and environmentally sustainable. When investing in our charity, we ask, 'Does this help build a sustainable organisation and a happy, productive team?'.

Expected behaviours:

- I consider what is best for the charity, not just my area, and I think about the short, medium and long-term when making decisions
- I make time for learning as an individual and with my team, and take learning into future projects
- I am ambitious for the charity and bring new ideas and ways of working to help us be better



Our structure



Job description

Grants Officer

Position: Grants Officer

Responsible to: Grants Manager

Hours: 37.5 hours per week, permanent

Location: Sheffield Hospitals Charity office – with flexible working (work from home time).

Salary: £27,000 – £32,000 (top of the scale achieved if significant experience is demonstrated)

Key working relationships: Grants Manager and Director of Grants, Finance Officer, NHS staff and volunteers, and wider Charity's team as appropriate.

Purpose of the role

The purpose of the role is to manage our funding programme for grants ≤ £5000, from application to grant closure.

Your day-to-day focus will be on guiding NHS staff members through the application process, enabling them to obtain funding for their project ideas. We use Beacon as our CRM and Grants Management System: all our data is recorded in Beacon, and you will be reviewing submissions, recording information about applicants and their applications, and processing grant awards using this platform.

Beyond this, you will be responsible for monitoring the small grants portfolio and remind grant holders of their reporting obligations. This will vary depending on the nature of grant, but it will likely consist in a short report, a case study or testimonials. You will support the Grants Manager and Director of Grants in the delivery of an engagement plan to strengthen our relationships with NHS staff members and motivate them to develop funding proposals.

You'll be an excellent administrator with an eye for detail, and an engaging communicator with a passion to support charitable causes.

What you'll be responsible for

Manage the funding programme for grants ≤ £5000

- Support and engage prospective applicants
- Meet applicants online and/or onsite to discuss project proposals
- Guide applicants through the applications process
- Assist applicants in securing clearance and approvals from within the Trust
- Ensure applications are reviewed timely, transparently and fairly
- Approve applications with the Grants Manager and/or Director of Grants
- Inform applicants of outcomes
- Support applicants to navigate the post award process: ordering, invoicing and producing evidence of expenditure
- Monitor progress and support grant holder with reporting obligations

Other responsibilities

- Robust recordkeeping for all grant applications and grant awards
- Work in collaboration with the Finance Team, and the Trusts' Procurement Teams to enable grant monies to be spent in line with the terms of the award
- Use Beacon to produce reports and information demonstrating the performance of the funding programme(s) to colleagues and other stakeholders
- Support the Grants Manager and the Director of Grants to produce clear and comprehensible summaries of key grant awards
- Support the Grants Manager and the Director of Grants to develop and implement business plans and operational plans
- Support the Grants Manager and the Director of Grants to operationalise plans for engagement and communication with NHS staff and key stakeholders: this might include delivering webinars and presentation, alone or as a team.
- Collaborate with the Brand & Communications team to showcase the impact of our grant making externally.
- Work with the Fundraising team to identify grant opportunities for our supporters
- Provide administrative support across the entire grants programme, as appropriate.

This job description summarises the key features of this role, it is not intended to be a detailed description and does not cover all the duties that the job holder may reasonably be expected to fulfil.

We recognise that some of your experience may be from unpaid roles as well as paid employment, please include any voluntary work if it helps to show why you are the right candidate for the job.

Don't meet every single requirement? We are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with the job description, we encourage you to apply anyway. You may be just the right candidate!

We actively encourage applicants from diverse backgrounds especially from ethnically diverse, LGBTQ+ and disabled communities as well as those with lived experiences of tackling inequalities, as we believe diverse voices are instrumental in creating transformational change.

Applicants must have the right to work in the UK. Unfortunately, we do not hold a sponsorship licence and therefore we are unable to offer visa sponsorship for this role.

What you'll bring

Experience and knowledge	Essential or Desired	Assessment A/I (Application/ Interview)
You have some charity experience, whether volunteering or in professional capacity	D	I/A
Have grant making or commissioning experience in the charity or the public sector	D	I/A
You have a good understanding of the unique challenges of supporting the NHS, gained through working with or alongside the NHS	D	I/A
You have a methodical and process-driven mindset with the ability to manage a complex portfolio	E	I/A
You have the ability to manage and prioritise a multi-faceted workload	E	I
You demonstrate critical thinking and the ability to see the bigger picture	E	I/A
You have solid IT skills and have experience of using a database/CRM	E	I
You excel in administration and are comfortable working with data	E	I
You have experience of working and delivering projects with multiple stakeholders	E	I

Experience and knowledge	Essential or Desired	Assessment A/I (Application/ Interview)
You are a confident communicator, both verbally and in writing, able to produce clear and professional correspondence and reports and liaise comfortably with internal and external stakeholders, at all levels	E	I
Confident managing routine procurement related tasks such as invoice verification and supplier communications.	E	I
Foundational project management course or you have experience of project delivery	D	I
Have an academic background in social sciences, public health or other health-related discipline	D	I
Have an understanding of research design and methodologies	D	I
Have an understanding of impact & evaluation frameworks	D	I

Employee benefits

We want all our team at Sheffield Hospitals Charity to be passionate, professional, friendly, and inclusive. We care about what we do to support our NHS and the work we do together.

Sheffield Hospitals Charity benefits include:

- 25 days annual leave (plus Bank Holidays)
- 3 days additional leave covering office closure over the Christmas period
- 6% pension contribution
- Westfield Health Cover
- NHS Blue Light Discount Card
- Death in service cover
- Excellent training and development opportunities
- Open plan offices at Leah's Yard in the Heart of the City



How to apply

Please send a CV and covering letter describing how you meet the job description and person specification to hrshc@shct.nhs.uk.

Please keep your CV and cover letter to no more than two pages each.

Should you wish to have an informal chat about the role, please contact us on 0114 700 4430 and ask for Daniela Arcuri, Grants Manager.

Sheffield Hospitals Charity, in compliance with the Equality Act 2010, will seek to make reasonable adjustments to overcome barriers to employment caused by disability and/or neurodiversity, and encourages applications from these candidates. If you need any reasonable adjustments, please contact Daniela.

We guarantee to offer an interview to those with a disability who meet the minimum criteria.

Closing date: 5pm- Sunday 8 February

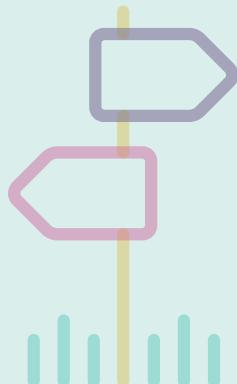
Interviews will take place on Monday 16 and Tuesday 17 February.

Before the interview we will provide candidates with a task related to the role, and you will be asked to speak about this during the interview. This will be followed by competency-based questions.

If you are unavailable for either of the above interview days, please clearly state your nearest possible availability in your email.



Where to **find us**



Sheffield Hospitals Charity,
Leah's Yard,
20 Cambridge Street
Sheffield
S1 4HP



www.sheffieldhospitalscharity.org.uk



[sheffieldhospitalscharity](https://www.linkedin.com/company/sheffieldhospitalscharity)



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