



Bird Song Trust Grants Manager

Candidate pack
December 2025





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About us



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About Us



Bird Song Trust is a recently-established family foundation, awarding grants totalling between £2.5m and £4m a year (with room to grow), focused on two programme areas:

1. Deprivation in the UK

Our founders are motivated by a strong Christian faith, and we want to see thriving families equipped to deal with challenges, breaking cycles of deprivation. We do this by funding organisations that support and strengthen families, tackle homelessness and prepare young people for a valuable role in society. We intend that at least half of the projects in this programme area are delivered by Christian organisations or in partnership with churches. Recent examples of grantees include ThisIsGrowTH; the Moses Project; Hammersmith and Fulham Food Bank; Clean Slate Solutions.

2. Eating Disorders (Research and Services)

We want to build a greater understanding of these conditions, of the triggers and causes, resulting in more effective treatment programmes. We do this by funding research, campaigns, and career development of researchers in the UK. We also want to increase support for people living with eating disorders and those who care for them and we do this by funding Stichting Kiem in the Netherlands.

Because the Trust is fully funded, we can fund projects that are at the cutting edge, or in areas other funders aren't focusing on. Our staff team are in regular contact with the family behind the Trust, and aim to build deep relationships with our charities and the people behind them.

Join a Pioneering Trust Shaping the Future of Philanthropy

Bird Song Trust is seeking a motivated and detail-oriented individual to join our mission-driven team. We're dedicated to supporting innovative initiatives that address the root causes of poverty, as well as funding groundbreaking research and services in Eating Disorders.

A close-up, slightly blurred photograph of a person's face and hand. The person is smiling and has their right hand held out, palm facing the camera. The background is dark and out of focus.

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Job description

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Job description



Role details

Job title:	Grants Manager
Reporting to:	Director
Location:	Hybrid - our team is based in our Canary Wharf office at least 50% of the time.
Working hours:	We are open to candidates who are available for 4-5 days per week.
Salary:	£42,000-£53,000 pro-rata
Annual leave:	25 days holiday per year, plus bank holidays, with an additional 3 days off (pro rata) between Christmas and New Year.
We also offer:	<ul style="list-style-type: none">• Health Insurance and Death-in-Service cover.• The equipment and resources that you need to do a great job – we're always open to hearing how to work more effectively.

Role summary

This role will help us to take the Trust into its next stage of implementation and growth. Reporting to the Director, you will act as a second-in-command, managing our grants across the portfolio but with a focus on the deprivation programme. You will have support from a Grants Officer who oversees the Eating Disorders programme areas. You will carry out research into organisations at the front line in the UK, monitor our grants and coordinate the applications process.

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Job description



Duties

- Supporting the Director in developing our grant making strategy across both programme areas.
- Researching applications and potential partners – due diligence checks, assessing applications, and making recommendations
- Monitoring existing grants. Making recommendations for continuation or termination.
- Preparing grant letters and coordinating e-signing.
- Liaising with our bookkeepers and accountants to support the production of Management Information and Annual Accounts
- Researching and drafting policies and procedures, including advising grantees on their own policies.
- Producing and collating board papers and presentations, including taking minutes of board meetings and following up on actions.
- Keeping accurate records, complying with Data Protection.
- Developing and maintaining in-house knowledge of the state of the sector, and trends in philanthropy.
- Supervising the Officer's work, and deputising for the Director
- Promoting the Trust's founding Christian ethos, representing the Trust at events, supporting the ethos of Christian grantees.
- Other duties as required in a small team, including occasional attendance at evening meetings and travel in the UK.

Why join us?

- Be part of a forward-thinking trust willing to take calculated risks
- Shape the future of philanthropy by helping establish our criteria and values
- Work with organisations of all sizes, from grassroots initiatives to established charities
- Contribute to meaningful change in poverty alleviation, working with a portfolio of Christian and secular grantees.

This is a unique opportunity to join Bird Song Trust at a pivotal moment in our development. Your work will have a lasting impact, influencing our direction for the next 5-10 years. If you're passionate about creating positive change and you thrive in an environment of learning and growth, we want to hear from you.

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Person
specification





Essential

- Motivated to contribute towards a better and fairer society with dignity for each and every person.
- Able to demonstrate strong interpersonal and communication skills.
- Numerate – confident in working accurately with large numbers.
- Attention to detail – able to draft clear and accurate documents, with professional standards of literacy and proficiency in Excel and use of email.
- Able to demonstrate a vocational commitment to helping others, whether professionally or as a volunteer.
- Vibrant and active Christian faith, and commitment to working in a way that aligns with this (this is essential for the credibility of this role).
- Able to work independently without supervision, with a positive attitude and a “can do” mentality.
- Experience with grants, either as a grant maker, or as a grantee.
- Understanding of the drivers of deprivation in the UK.
- Experience in working within external compliance frameworks (e.g. HMRC, Charity Commission, Ofsted).

Desirable

- IT skills – proficient in use of PowerPoint, Databases and/or AI.
- Able to build rapport with a wide variety of people.

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How to apply



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How to apply



Bird Song Trust is partnering exclusively with Charisma Charity Recruitment

Your application should be submitted through the [Charisma website](#), and include:

- A comprehensive CV
- A supporting statement, explaining how you believe you match the requirements of the role, including the genuine occupational requirement to be a practicing Christian. Please also describe any potential conflicts of interest.

For an informal and confidential discussion about the role, please contact Nick Thomas, Senior Consultant, Charisma Charity Recruitment on 01962 813300 or email info@charismarecruitment.co.uk.

We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion*, sexual orientation, age, veteran status, or other category protected by law.

*In accordance with the Equality Act 2010, it is an occupational requirement that the post holder is a practising Christian. The postholder will be required to undertake a basic DBS check, and to prove their Right to Work in the UK.

Closing date: Sunday 4th January 2026

Charisma vetting interviews must be completed by 7th January 2026

First interviews with Bird Song Trust (online): Week commencing 16th January 2026

Final interviews with Bird Song Trust (In-person): Week commencing 23rd January 2026



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