

Grant Research Volunteer

Purpose

To help identify trusts, foundations and small grant opportunities that may support the charity's work with children and families in Manila.

Key responsibilities

- Research trusts, foundations and other potential funders.
- Check eligibility criteria, giving priorities, deadlines and application requirements.
- Prepare a simple spreadsheet of possible funders and key information.
- Help gather information needed for first-stage enquiries or applications.
- Support the drafting of short application text where appropriate.
- Keep track of deadlines, outcomes and follow-up actions.

Person specification

- Detail-oriented and comfortable with online research.
- Suitable for researchers, students, retired professionals or people with charity experience.
- Able to read criteria carefully and summarise information clearly.
- Organised and comfortable using spreadsheets or shared documents.
- Grant writing experience is helpful but not essential.

Time commitment

Flexible. Usually two to four hours a month, with more time possible if you would like to support applications.