



Job description

Job title:	Trainee Grant Support Officer
Responsible to:	Grants Manager
Group(s):	Invest
Activities:	Grants
Salary:	<p>This is a trainee position, with the potential to move to a permanent role after an initial six months training period.</p> <p>The starting salary will be WCVA Grade A - £22,932, with the opportunity to progress to Grade B £27,101 after a successful training period, then rising to £32,323 per annum - with progress through the salary range linked to successful completion of probation period and our performance review process.</p>
Base:	<p>WCVA operates a hybrid and flexible working policy which means you can work a proportion of your time at our offices or remotely (including at home). We are a pan Wales organisation with office hubs in Aberystwyth, Cardiff and Rhyl that staff can utilise. There will be a requirement to attend some specific staff events and work engagements at our offices.</p>
Annual leave:	25 days per annum, plus bank holidays, plus five discretionary days.

Hours:	35 hours per week; flexibly.
Superannuation:	WCVA provides a contribution of 9% of your annual salary to its approved pension scheme.
Welsh Language category:	Essential
Language competency level:	Intermediate

AIM OF THE POST

Within the Invest group you will support WCVA to become the leading multi format funder in Wales, innovating to support the sector whilst leveraging our funding relationships to further our impact and delivery.

As a trainee support Officer in our Grants team, you will play a key role in making WCVA the leading and most innovative funder in Wales. Your work will help us run an exceptional grants programme, empowering voluntary organisations to make a real and lasting impact in their communities.

MAIN DUTIES

As a trainee you will be supported to develop the skills to enable you to undertake the main duties:

- Assessing of funding applications in accordance with WCVA's grant management policy and procedures
- Providing a first level of support and excellent customer service, via email and telephone to groups wishing to apply to the Funds
- Ensuring funded organisations comply with terms and conditions of their grants, through effective project management, monitoring, evaluation and audit, and taking appropriate corrective action
- Ensuring that information from funded organisations is collected and collated effectively to meet outcome reporting and record management requirements
- Work to the appropriate processes and systems to effectively contribute to the delivery of the grant funds' agreed objectives and performance

targets adhering at all times to performance, audit, risk and governance policy requirements in respect of both WCVA and Welsh Government regulatory requirements.

This is not an exhaustive list. The post holder may be asked to carry out additional duties from time to time or, as required, by the developing needs of the service or organisation.

PERSON SPECIFICATION

The following are **essential** requirements (please address each of the essential points by giving examples of how you would approach each requirement or provide information experience you already have which you can demonstrate).

1. A genuine commitment to WCVA's mission – you care about making a positive impact in Wales and the world.
2. Curiosity and interest in how things work – especially systems that support funding, grants, and community projects. No experience needed – we'll help you learn!
3. Eager to learn about funding programmes and how to support projects to reach their goals. You'll grow your skills by helping real projects succeed.
4. Good communication skills – or the willingness to develop them – across written, spoken, and digital formats like social media, websites, and reports.
5. Comfort with numbers and spreadsheets – or at least the confidence to learn. We'll support you in developing your Excel and financial data skills.
6. Basic digital skills – if you can use email, Word, and browse online, you're off to a great start. We'll train you in more tools and systems as you go.

7. A team player with a can-do attitude – you enjoy working with others and are happy to pitch in to meet goals together.
8. A proactive and organised approach – you like ticking things off your to-do list and are open to learning how to manage your workload.
9. Flexibility and resilience – you can adapt to changing plans and are open to taking on new challenges with a positive mindset.
10. A strong commitment to inclusion and anti-racism – you believe everyone should be treated with fairness and respect, and you're ready to be part of a culture where every voice matters.

Skills you'll build with us (in your first 6 months)

We don't expect you to know this already – but we'll support you to develop:

1. An understanding of important areas like biodiversity, environmental action, waste minimisation, international development, and how Wales contributes to the United Nations Sustainable Development Goals (SDGs).
2. Confidence in supporting others with advice, training, and project guidance related to funding and grant management.

WELSH LANGUAGE REQUIREMENTS

This position requires Welsh language skills at level: intermediate.

This means you can: Understand the main points when someone talks about common or everyday topics, or when things to do with work are discussed, for example, in conversation, or in a small group meeting. Hold an extended conversation with a fluent speaker on a familiar topic to do with everyday life, for example, hobbies, travel or immediate work-related topics. Describe experiences and events, hopes and ambitions and briefly give reasons and explanations for opinions and plans. Understand straightforward short articles or emails on everyday topics to do with work. Write a letter/email on most topics, asking for things, giving information, inviting someone or organising an event

Speaking: You can hold an extended conversation with a fluent speaker on a familiar topic, for example, interests or work. I can express a view and exchange information on a range of topics to do with everyday life, for example, hobbies, travel or immediate work-related topics.

Listening: You can understand information being given about common or everyday topics, or when things to do with work are being discussed, for example, in conversation, or in small group meetings. I usually understand the main message and details, provided people speak clearly, for example, when announcements are made or when listening to news bulletins.

Reading: You can understand straightforward short articles on everyday topics of interest, or to do with work. I can guess what words mean from the context, when the topic is familiar. I understand most emails and work-related documents.

Writing: You can write a letter on most topics, asking for things, giving explanations, describing experiences, inviting people, or organising an event. I can write fairly accurately on most familiar topics, for example, related to interests or work-related.

[Further information on the Welsh language levels.](#)