

Inspire South Tyneside is the infrastructure organisation for the voluntary, community and social enterprise (VCSE) sector in South Tyneside, supporting brilliant people to do amazing things. Inspire ST helps charities, community groups, volunteers and social enterprises build stronger organisations and stronger communities

Whether you're looking for funding, training, governance advice, volunteers or new partnerships, we connect people, organisations and opportunities so communities across South Tyneside can thrive.

We provide advice and support to voluntary or community organisations from helping them get started, accessing funding opportunities, supporting growth and providing opportunities to connect with other groups through our range of networks.

Inspire ST represent the voluntary sector in a host of different ways - always ensuring the outstanding efforts of the voluntary sector are recognised and celebrated, and the voice of the sector is heard loud and clear.

Inspire South Tyneside is looking for a Grant Holder Support Officer who will work directly with VCSE organisations funded by or seeking to be funded by the National Lottery Community Fund (NLCF).

You will be a key member of the Inspire team, strengthening the capacity of VCSE sector organisations to successfully meet grant objectives and to improve their management and governance.

The role is part of a wider pilot programme across Tyne and Wear and County Durham. Equivalent roles will be hosted at our sister local infrastructure organisations, and you will meet your peers regularly to ensure seamless support to NLCF grant holders across the area.

Benefits:

- 28 days annual leave per year plus bank holidays and Christmas leave (pro rata)
- Centrally located office in South Tyneside with free parking

Job Description:

Job Title	Grant Holder Support Officer
Salary	£28,366 to £31,518 (pro rata)
Hours	18 hours per week
Contract Type	Funded for two years initially via a National Lottery Grant
Reports To	Chief Executive
Office Base	Inspire South Tyneside, 27 Beach Road, South Tyneside, NE33 2QA

1. Job Purpose:

- Strengthen VCSE sector organisations in South Tyneside by providing good quality support and advice that enables them to run effectively.
- Work closely with colleagues at the National Lottery Community Fund, and our local infrastructure partners across North Tyneside, Newcastle and Gateshead, Sunderland and Durham to ensure VCSE organisations have the right support to manage their grants effectively and achieve their goals.
- Ensure effective referral pathways and seamless support for organisations across the programme partners.
- Take an active learning approach to this pilot project, being flexible and sharing learning, insights and resources with our partners as we develop

2. Key Responsibilities:

- Manage a case load of VCSE organisations who require support to achieve their grant outcomes, including supporting them with governance, reporting, understanding risk, understanding financial management, developing appropriate policies and procedures, etc.
- Work with VCSE organisations as you take them through an organisational healthcheck process, agreeing together which areas to focus on to support their development.
- Provide one to one support and advice, training, or other guidance as required.

- Support the development of a programme of workshops to help VCSE sector organisations understand Lottery grant expectations.
- Take part in regular review meetings with our project partners and evaluation partner, sharing intelligence, working together to tackle problems and find solutions.
- Work as part of our team to ensuring VCSE organisations have access to our full training and support offer.

3. General Requirements:

- Contribute to Inspire South Tyneside, carry out occasional other duties, attend team meetings and other meetings as required
- Record and monitor your work regularly and produce reports as required
- Maintain up to date knowledge and skills required to fulfil the duties of the role
- Service your own administrative needs and be responsible for organising and prioritising own workload.

4. Person Specification:

Essential requirements necessary for the role to be evidenced on the application form and at the interview:

- Experience of working in the VCSE sector or in a role giving advice and guidance.
- Strong understanding of the VCSE sector and the challenges and opportunities we face.
- Understanding of the key elements of running a VCSE organisation, including governance, financial management, monitoring and evaluation (additional training can be provided).
- Experience of building relationships with people from a wide range of backgrounds and positions.
- Experience of supporting and developing people/ organisations to address issues and achieve goals.
- Good analytical skills and ability to apply critical thinking.
- Excellent communication skills and listening skills.

Personal attributes and values to be demonstrated at the interview:

- Commitment to the purpose, values and aims of Inspire South Tyneside
- Commitment to detail, ensuring work is understandable, accurate, and concise
- Commitment to equity, diversity and inclusion
- Enthusiasm, energy, and resilience to work in a fast-paced environment managing multiple and competing demands
- Commitment to working within professional boundaries
- Willing to work in co-operation with team members across service areas
- Commitment to good organisational and time management
- Willing to work flexibly and creatively within their role
- Commitment to continuous professional development

5. Equality and Diversity

We are committed to promote and uphold principles around equity, equality and diversity

6. Terms and Conditions

Holidays	28 days annual leave per year plus bank holidays and Christmas leave (pro rata)
Pension	TPT Pension scheme – details to be provided on request
Probation	Three months
Notice	One month

7. Advice to candidates

Before completing the application form, carefully read through the Job Description and Person Specification. Keep in mind the requirements of the job and use the form to explain how you meet the criteria. You should not enclose a CV as this will not be considered. If you have not heard from us, please assume that your application has been unsuccessful.

Please return your application **by 5pm 26th October 2026**. In person interviews will be held **on 2nd November 2026**. All forms should be returned to Charlotte Harrison at Charlotte.Harrison@inspiresouthtyneside.co.uk