



Freelance Grants Assessor

Contract Dates: 1 Oct – 6 Nov 2025

Location: remote

Hours: flexible

Fee: approx. £40/hour, min. £1,500 and up to £2,500 depending on number of applicants received

Deadline for Applications: 9 Sep 2025, 10pm

About the role

Peter Minet Trust is appointing a Freelance Grants Assessor to assess applications from Black-led community-based organisations in Lambeth and Southwark. We are a small team - 6 Board members and 1 part-time Director - and want to add professional and lived experience to help manage a busy period effectively.

Reporting to the Director, you will assess eligibility, and alignment with the Peter Minet Trust's criteria and recommend to the Board and Director which applicants are shortlisted and will move to the final stage.

Key tasks:

- a) Review application forms and supporting documents
- b) Communicate with the Director to highlight and resolve queries
- c) Check eligibility (e.g. income range £25k-£350k 3+ years)
- d) Assess against five key criteria (e.g. leadership with lived experience)
- e) Write clear assessment reports and shortlisting recommendations using online systems (Google Drive)
- f) Meet with the Director for induction, and final recommendations/discussion of themes

About our Grantmaking

Peter Minet Trust is a place-based funder supporting Black-led charities and CICs Limited by Guarantee in Lambeth and Southwark. We distribute around £250,000 annually through unrestricted, multi-year year grants of up to £30,000 a year for up to three years. We fund community-based organisations with strong leadership, good governance and a track record locally with incomes of between £25,000 and £350,000 a year. In Open Round 2025 we will make 7 new multi-year grants, following our last Open Rounds in 2020 and 2022.

Our approach is relational and trust-based, and we are committed to advancing equity in our funding.

Values: Community, Learning, Trust, Social Justice

Person Specification

- 3+ years' experience of grantmaking or grants assessment work, including in London
- Knowledge of charity/CIC governance and experience of assessing governance and interpreting financial information
- Strong written and verbal communication skills including ability to provide succinct reports
- Ability to manage workload and meet deadlines
- Understanding of issues affecting Black communities (especially in South London is a plus)

Peter Minet Trust is an equal opportunities employer. The communities we fund are diverse and we aim for our team and Board to reflect those communities. We particularly welcome applications from people from Black and other minoritised ethnic communities or with lived experience of low-income communities.

Terms

- Freelance Contract (you manage your own taxes and expenses)
- Induction and final review meetings included in addition to assessment
- Contract signed by 23 September 2025
- Available to complete work during October and early November 2025

How to apply

Please send your CV (with 2 referees) and cover letter (max 2 sides A4) to rachel.oglethorpe@peterminet.org.uk . Include answers to:

1. What challenges do small community groups (£25,000 to £350,000 income range) face in London?
2. What skills, knowledge, professional or lived experience can you bring to support Peter Minet?
3. What makes a strong funding application and what do you look for when assessing an application?

Closing date for applications: 9 September 2025 10pm

Further information:

1. Timeline highlights: 2025

09 Sep	Closing date for applications to Freelance Grants Assessor post (10pm)
11 Sep	Interview candidates informed
16 Sep	Interviews (Teams)*
23 Sep	Contract signed
01 Oct	Assessment work begins
28 Oct	Submit Assessments and Recommendation reports
30 Oct	Review meeting
31 Oct - 06 Nov	Director corresponds with final queries

**please tell us if you can't do 16 Sep 2025 and we will try and find an alternative date*

2. Website and Peter Minet Trust *Meet the Funder* webinar: www.peterminet.org.uk

Our website includes detailed information on our Open Fund, including copies of our application form and FAQs. It also includes a link to the video of the Director and Chair delivering a 'Meet the Funder' webinar hosted by Community Southwark on 14 August 2025, along with the presentation slides.

3.Key facts:

- Peter Minet's Open Fund 2025 closes for funding applications on 25 September 2025
- Board will shortlist 10-14 applicants for Stage 2 in Nov 2025; c. 7 will receive a grant in Feb 2026.
- In our Open Fund rounds in 2020 & 2022, we received c.30 applications, of which c.20 were eligible for further Stage 1 assessment. We expect to receive more applications due to now including CICs Ltd by Guarantee, Cost of Living challenges, statutory funding pressures, some funders pausing/closing
- 35 organisations registered for our *Meet the Funder* webinar on 14 Aug 2024 (24 attended).

4.Any questions? Email rachel.oglethorpe@peterminet.org.uk (Director - works Tue-Thu)

Data Protection

The personal information you provide will be used to process your application for appointment of a freelance position with The Peter Minet Trust. Personal information about unsuccessful candidates will be held securely for 6 months after the selection process has been completed. It will then be destroyed or deleted. If your application is successful and you sign a contract with us, the information will be used in the administration of your work with us. It will be kept secure and will only be used for purposes directly relevant to your appointment.

21 August 2025