

JOB DESCRIPTION – GRANTS MANAGER

Job title:	Grants Manager
Grade:	City of London Corporation Grade E+
Pension:	10% Employer's Pension contribution (after a sixth month probationary period)
Hours:	37.5 hour week
Reports to:	Chief Executive
Responsible for:	One Senior Grants Officer and one Grants and Events Officer

PURPOSE OF THE ROLE:

To manage grant giving operations for the Trust and monitor and evaluate approved grants, ensuring that funded activities promote the Trust's strategic objectives.

KEY ACCOUNTABILITIES:

Grants Management

- Manage the work of the Grants Team (one Senior Grants Officer and one Grants and Events Officer). As line manager, complete their annual appraisals and support their continuing professional development.
- Lead the distribution of the annual grants budget through grants to organisations, schools and individuals, including monitoring and managing the application pipeline and declining applications which do not meet the Trust's eligibility criteria.
- Assess grant applications, undertaking appropriate due diligence and attending site visits (where possible). Prepare and present reports and make recommendations for consideration by the Board.
- Agree and recommend outcomes, outputs and key performance indicators (in discussion with grant applicants) and, if awarded, ensure that these are satisfactorily monitored and evaluated. Where appropriate, funded projects may be evaluated by external organisations.
- Review and approve monitoring reports and final evaluations, highlighting issues of concern and/or interest to the Chief Executive. Analyse grants expenditure producing reports on the educational outcomes and effectiveness.
- Assist the Chief Executive to make improvements to existing programmes and develop and deliver strategic plans for the Trust, including identifying new areas or organisations with whom the Trust could work.
- Record and document grant applications and paperwork, including the payment of grants, progress reports, references, etc. Implement

processes and protocols to ensure accurate data capture and reporting within the Trust's computerised grants management system.

- Oversee the organisation of Trust events, seminars and lectures relating to grants (annual and ad hoc), such as the annual lecture. Lead the grants team to ensure all Trust events run smoothly and successfully.
- Represent the Trust at external and sector events, some of which will be held in the evening.

Communication and Relationships

- Attend Grants Committee meetings and present grant applications, as required by the Chief Executive.
- Write policy papers and report to keep the Board apprised of developments affecting the Trust's grant making policies.
- Write reports and analyse data for other written communications, such as impact reports and annual report and accounts
- Oversee the management and maintenance of the Trust's website and social media accounts and other ad hoc communications pieces/publications.
- Represent the Trust at meetings with external agencies.
- Build, manage and strengthen key relationships with Trust partners and grantee organisations
- Ensure consistent and high quality customer service and advice is provided to potential applicants and grantees by the Grants Team (via email and telephone).

Development and Improvement

- Be responsible for the development of Trust's grant-making programmes and activities.
- Ensure that the Trust operates within current legislation and good practice.
- Keep up-to-date with educational/government policy and initiatives relating to the voluntary sector.
- Produce briefings and papers for the Chief Executive and the Board across all areas of responsibility as required.

General

- Keep records of Trust meetings with external agencies, including local authorities, universities, schools, etc.
- Undertake such other tasks/ad hoc projects as the Chief Executive may from time to time direct.
- Undertake similar activities to those outlined above on behalf of the other charities for which the Trust provides administrative services.
- Assist in the smooth running of the Trust.

ROLE PROFILE – GRANTS MANAGER

Knowledge/Skills/Experience

- Very good knowledge of educational institutions and charities.
- An understanding of educational policy and how it relates to charities.
- An understanding of the funding issues affecting students, charities and educational institutions.
- Experience of analysing, assessing and evaluating grant applications and grants management
- Ability to manage a budget.
- Excellent communication skills (written and oral), including experience of writing detailed reports and presentations.
- Good interpersonal and team management skills.
- Experience of using computerised systems, including spreadsheets, word processing packages and grants databases.
- Experience of working to set deadlines.
- Events management experience.
- Ability to work as part of a team and motivate team members

Competencies

Professional and Technical Knowledge (Grants Management)

Covers the relevant knowledge needed to carry out the role, however acquired, whether this is technical, professional or specialist. This may include the need for sufficient experience to carry out basic, day-to-day responsibilities; the need for a breadth or depth of experience to act as a point of reference for others; and the need to act as a leading authority in one's field or discipline.

Managing Finances

Covers organising, controlling and monitoring financial expenditure/ resources within agreed parameters.

Communication Skills (written and verbal)

Covers communication through written, electronic or visual means and oral communication, in both informal and formal situations. This may include the need to convey basic factual information clearly and accurately; conveying information in the most appropriate format; and explaining complex or detailed specialist information.

Developing the Business

Covers liaising with others both within and outside the organisation and creating networks of useful contacts. This may include passing information promptly to colleagues; ensuring mutual exchange of information; influencing developments through one's contacts; proactively working with others to create new business opportunities; and building an external reputation.

Managing People

Covers providing direction for others and motivating them in order to build an effective team. Managing staff and resources to deliver tasks to the required standard. Developing the skills and knowledge of others in the work team. This may include the induction of new colleagues; coaching and appraising any individuals who are supervised or managed by the role holder; and setting a learning and performing environment where people develop as individuals and a member of the team.

Managing Processes, Quality and Standards

Covers understanding and embracing the need for continual improvement to achieve the organisation's vision and goals. This includes demonstrating a commitment to high standards and quality; following agreed policies and procedures; and continuously seeking improvement.

PERFORMANCE INDICATORS

Competencies	Performance Indicators
Professional and Technical Knowledge (Grants Management)	<ul style="list-style-type: none"> Examines application form against the Trust's selection criteria. Visits organisations to discuss proposals and agrees performance targets with applicants. Writes reports outlining details of the various proposals, outputs/outcomes, budget, etc. for consideration by the Board. Contacts organisations to advise of the Board's decision.
Manages Finance	<ul style="list-style-type: none"> Manages grants to budgets approved by Board.
Communication (written and verbal)	<ul style="list-style-type: none"> Writes reports on proposals for funding, policy documents, relevant section for the Annual Report, press releases when appropriate. Makes presentations to other Charities. Drafts speeches for Board Members who are attending prize giving events, ceremonies, etc. Attends team meetings.
Developing the Business	<ul style="list-style-type: none"> Makes contact with relevant organisations to discuss new initiatives and arranges for interested parties to meet (if appropriate). Contributes to grants strategy document. Attends conferences, seminars, awards ceremonies, fund-raising events, etc. Keeps up-to-date by reading salient reports/journals/ publications.

Managing Processes, Quality and Standards	<ul style="list-style-type: none">• Ensures that details of grants/payments have been entered onto database (GIFTS) correctly on a monthly basis.• Ensures that all grants have been cross-referenced with other Charities.• Authorises payments before passing them to a Board Member for signature.• Organises scholarship evenings to check/monitor progress of individuals receiving funding.• Ensures that relevant files are archived correctly.
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