

Role Profile	Relationship Manager (Grants)
Salary	£37,000-£39,000 per annum
Hours	Full-time Flexible
Job type	Fixed Term Contract (12 months) - Maternity Cover
Location	Remote – Remote based with some mandatory travel to London (approx. 8 times per year)
Closing date	21 st July 2024
How to apply	https://app.beapplied.com/apply/mcbiug2w8f

About this Role

For over two decades, Social Investment Business has provided finance and support to charities and social enterprises. We empower these organisations to do what they do best - serve the communities they operate within.

Find out more about what we do: <https://www.sibgroup.org.uk/>

Our values are: People First, Curious, Bold, Collaborative, Accountable

For further information on our values and our generous benefits please visit <https://www.sibgroup.org.uk/about-us/work-with-us/>

About the Role

We have an opportunity for a talented Relationship Manager to join our Grants Team as part of the Social Investment Business organisation. Reporting to one of our Senior Relationship Managers this role plays an important part in supporting our Investment Team in Grant funding which supports the delivery of SIB’s strategy and focus.

We are looking for someone who has previous experience of social investment or grant making and has worked with charities and social enterprises. This is a great opportunity for someone to be involved in making a difference to people. We need someone who is passionate, proactive, can work well autonomously and as part of a team and is flexible, adaptable and can manage competing priorities.

Key responsibilities

1. To be team delivery lead for one or more of the following areas – pre-investment and investment readiness, enterprise development, energy efficiency support, learning and insights, customer feedback or any such area that becomes a priority for the team.

2. Management and assessment of a caseload of grant proposals / applications against criteria, throughout the process from expression of interest to offer / decline.
3. Analysis of business plans and financial information including management and annual accounts and financial projections and review organisations' current and potential social impact.
4. Identification of risks attached and any mitigating factors and reach sound and considered judgements about the viability and suitability of proposals/ applications.
5. Approach key stakeholders, e.g. co-investors/funders, local authorities, Commissioners, [potential] Delivery Partners, to establish an independent view of the applicant and their plans.
6. Make clear and constructive recommendations, in written reports for decision-making by Committees / panels and through presentations at meetings.
7. Establish and maintain relationships with support providers on investment readiness and other funds, ensuring that they are provided with accurate and consistent information and guidance.
8. Prepare all Grant offer, documentation and ensure this accurately reflects the agreed offer and ensure all payments due under agreed investments are reviewed, progressed and authorised in line with procedures.
9. Provide constructive feedback and signposting to applicants (successful and unsuccessful).
10. Act as the primary point of contact for all communications with your caseload of recipients.
11. Help develop solutions and ensure 'business requirements' are correctly defined and support implementation of new projects and initiatives.
12. Represent SIB at external events, ensuring all communications are professional and in line with SIB's values.
13. Manage customer complaints in a professional and responsive manner.
14. To adopt our continuous improvement and learning ethos.

15. To support and embed equality, diversity and inclusion into day-to-day behaviours and activities within your role as well as contributing more widely across SIB's commitment to E, D & I.
16. To support and contribute to the implementation and delivery of SIB's strategy.
17. In agreement with manager to undertake other tasks and work on cross team projects that support the objectives of SIB as required.
18. To work within the organisation's values, principles, and processes to achieve operational excellence.

Core competencies

- Experience of managing relationships with grant investees.
- Ability to analyse and make objective judgements based upon complex written and financial information.
- Experience of assessing and managing Grant applications.
- Experience of appraising organisations' business plans, investment propositions, growth strategies and capabilities.
- Good negotiating, influencing and problem-solving skills.
- Excellent written and oral communication skills that can be adapted for a variety of audiences.
- Ability to work using own initiative, manage own workload, be a self-motivator and able to make informed decisions with minimum supervision.
- Good knowledge of due diligence processes.
- Good knowledge of the issues facing community-based organisations.
- Commitment to equalities and customer care.
- Good knowledge of the voluntary and community sector, local and central government and the statutory sector as a whole.
- Commitment to equality, diversity & inclusion.