



**Grants and Programmes Manager  
Candidate Recruitment Pack**

Sirius Minerals Foundation

Resolution House

Lake View

Scarborough

YO11 3ZB

Tel: 01723 470108

[info@siriusmineralsfoundation.co.uk](mailto:info@siriusmineralsfoundation.co.uk)

**Dear Applicant,**

Thank you for your interest in working at Sirius Minerals Foundation.

I joined the Foundation in April 2021 as the first Chief Executive and have spent the last six months working with the Trustees to shape and deliver a range of grant rounds. We are keen to get funding out to the voluntary and community sector and support a wide range of activities that will benefit the communities across Redcar and Cleveland Borough, Scarborough Borough and the North York Moors National Park.



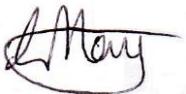
It's been busy and we are ready to recruit a new member of staff to help us deliver and monitor the current grant rounds, research and develop new community programmes, and embed new processes and systems for the Foundation. We will still be a tiny team with big ambitions so we are looking for someone who is happy to be flexible, moving between very operational tasks and strategic activities.

This is an exciting time to join a growing Foundation as we test and trial grant making approaches over the next few years. This is in preparation for receiving larger annual donations from Anglo American when the Woodsmith Mine goes into production. We have plenty of learning and listening to do – our new member of the team will need energy, enthusiasm and ideas to contribute to the 10 year strategy for the Foundation.

You will be working alongside the Trustees and Chief Executive to shape grant rounds, support programmes and new initiatives, while forging new relationships with different partners and a portfolio of funded organisations. The postholder will be a key point of contact for grants queries, reviewing and assessing grant applications and ongoing relational grant management. You will prepare papers summarising grant applications and recommendations for grant meeting consideration and Board approval. The postholder will input into future grant strategies and programmes and help shape our spending plans. It is a great time to join this small but creative and agile team and for the right person we expect this role will develop further as the Foundation grows.

If you are passionate about addressing social issues, engaging with communities, and working in partnership to find solutions then this will be the perfect role for you. The work of the Foundation is exciting – we can create positive, generational change with communities we support. If this sparks your curiosity and inspires you to find out more then we would love to hear from you.

Best wishes,



**Leah Swain**  
**Chief Executive, Sirius Minerals Foundation**

## About Sirius Minerals Foundation

Sirius Minerals Foundation is a place based funder and our area of benefit covers Redcar and Cleveland, the Borough of Scarborough and the North York Moors National Park. The Foundation's annual donation from the owner of the Woodsmith Mine, Anglo American, is £1m a year, increasing to an estimated £5m when the mine goes into production. The intention is to create an endowment fund over the next 100 years to ensure the Foundation continues to provide local funding after the mine closes. As we shape our plans we are mindful of creating short and medium term impact, yet staying focussed on long term goals and generational change.

Our charitable objectives are:

- Advance education, including supporting projects and training that benefit people by enhancing their skills;
- Promote the general health of the community;
- Advance environmental protection and improvement including the enhancing of the local landscape;
- Provide and improve facilities in the interests of social welfare and leisure time with the aim to improve residents' well-being;
- Help gain skills to those in need, because of financial hardship by being out-of-work, particularly the long-term unemployed.



The Foundation was run by Trustees between 2013 and 2021 and in April this year a Chief Executive was recruited. The Foundation currently receives pro bono support from Anglo American for IT, finance, marketing and administration. The Foundation will grow steadily over the next 3-5 years to prepare for the larger donation and expected increase in grant making and programme delivery. The Grants and Programmes Manager will play a key role in ensuring our growth is effective and impactful for the communities in our area of benefit.

The team at the Foundation will remain small, a maximum of 10 employees. Our policies, processes, and systems need developing and we will shortly be starting work on a 10 year strategy.

You can find out more about the Foundation and our current funding on our website [www.siriusmineralsfoundation.co.uk](http://www.siriusmineralsfoundation.co.uk)

## The Role:

### **Grants and Programmes Manager**

**£28,000 to £34,000 p.a. based on experience**

**Full time 37.5 hours per week or part time 30 hours over 4 or 5 days**

**Hybrid working - office days in Scarborough and Redcar, home working and travel across Foundation's area of benefit.**

This is an exciting time to join a Foundation that is delivering new grant rounds, exploring approaches to community engagement and participatory grant making, planning ahead for significant growth and shaping a vision and strategy for the next 10 years.

The Grants and Programmes Manager will be our second member of staff. They will coordinate the breadth of the grant making cycle and be a monitoring, data and impact champion, ensuring that we collect and use the right information to inform the future work of the organisation. The post holder will develop our grant making policies, processes and systems and contribute to our forward strategic planning. The successful candidate will have experience in grant or programme management, developing and implementing monitoring and evaluation processes and managing performance on a project and programme wide level. They will also have excellent attention to detail, good numeracy skills, and the ability to interpret complex data to evidence recommendations for next steps. The role holder will be self-sufficient with minimal administrative support as the team is very small.

We are looking for a team player who can champion communities across our area of benefit, work in genuine partnership with our grant recipients and other stakeholders, and think creatively about how we identify local issues and fund solutions. You will be a curious, collaborative and kind individual who knows how to listen and works hard to enable the widest possible range of groups to access our funding.

This is a great opportunity for someone interested in joining a vibrant organisation and who is as excited as we are about making positive, generational change across our area of benefit.

Please download a Candidate Recruitment Pack from the Foundations website [www.siriusmineralsfoundation.oc.uk](http://www.siriusmineralsfoundation.oc.uk) or the Association of Charitable Foundations website <https://www.acf.org.uk/> This includes information on how to apply.

The closing date for applications is **10am on Monday 29<sup>th</sup> November 2021**  
Interviews will be held at the Anglo American Offices in Scarborough on **Monday 13<sup>th</sup> December 2021.**

## Job Description – Grants and Programmes Manager

General Information	
<b>Report to:</b>	Chief Executive
<b>Salary:</b>	£28,000 to £34,000 p.a. based on experience
<b>Hours:</b>	Full time 37.5 hours per week (we would be open to considering applications to work part time 30 hours over 4 or 5 days. Please state your preference in your cover letter.)
<b>Contract:</b>	Permanent
<b>Benefits:</b>	Annual leave – 25 days plus public holidays (pro rata) Pension – Work place pension
<b>Location:</b>	Home based in, or close to, our area of benefit with an expectation that you will travel to the Scarborough and Redcar offices once a week at your own cost. There will be additional and regular travel across the area of benefit with travel expenses paid at HMRC approved mileage rates.
<b>Review:</b>	This role has a six month probationary review period.

Role Purpose
<p>The role will support the Chief Executive to develop and implement the charity’s grant-making programmes, processes and policies. The role holder will research local need, explore options for addressing issues, shape and deliver open grant rounds and other programmes of work. This role will seek to understand the local voluntary sector, work collaboratively with wider stakeholders to shape a well thought out role for the Foundation and ensure our funding decisions are evidence based and advance the Foundation’s charitable objectives.</p>
Key Accountabilities
<p><b>Strategic Leadership</b></p> <ul style="list-style-type: none"> <li>• Play a key role in contributing to planning, creating and delivering the Foundation’s future strategy for the next 10 years.</li> <li>• Develop and implement the Foundation’s grant-making programmes, procedures and processes. Support delivery of the annual operational plan.</li> <li>• Be a thought leader in researching and shaping how we best use our funding to create positive, generational change balanced with more immediate, but still impactful grant making.</li> <li>• Lead on sourcing, implementing and managing a new client relationship management (CRM) system for the Foundation.</li> <li>• Develop data capture and recording requirements for the Foundation and use the information to demonstrate impact and inform the future distribution of funds.</li> </ul> <p><b>External relationships and engagement</b></p>

- Develop good relationships and work collaboratively with local infrastructure support organisations to promote the Foundations funding and ensure potential grantees have access to high quality, independent advice.
- Raise the profile of the Foundation, including by attending meetings with partners and building working relationships with other local funder's staff.
- Engage with partners and communities to understand the assets, needs and opportunities of an area to ensure appropriate programmes are developed in response.
- Engage strategically with partners, stakeholders and local charitable organisations to understand local opportunities to effect system change through grant making or support programmes.
- Take time to learn about our area of benefit and the people who live here with genuine interest and enthusiasm so you can effectively champion their needs and ambitions.

### **Grant and programme development and management**

- Work closely with the Trustees, Chief Executive and key stakeholders to develop priorities and themes for new grant rounds and programmes that address needs, build on local opportunities and are based on robust evidence.
- Create easy to use and inspirational grant guidance and related documents including social media content.
- Manage the Foundation's grants email inbox, complete grant application administration and respond to or escalate/forward queries as required.
- Provide friendly and proactive information, advice and support to organisations and individuals on how to apply to the Foundation's grant rounds, ensuring a high level of customer satisfaction.
- Manage external assessors when required, and manage and administer advisory panels, grant committees and Anglo American volunteer assessors.
- Assess grant applications within agreed timescales in line with the Foundations criteria.
- Prepare grant award recommendations and reports for the Trustees to allow them to make appropriate decision on funding awards.
- Manage, monitor and evaluate grant awards and funded programmes.
- Undertake project and monitoring visits, as required. Provide encouragement, advice and support to current grant recipients.
- Work with the Chief Executive to review and identify opportunities to improve efficiencies in all aspects of the grants process.

### **Finance and operations**

- Manage and monitor a number of grant round and programme budgets from £10K to £450K and prepare timely financial reports for the Chief Executive and Board.
- Ensure grant agreements are returned in a timely fashion and correct grant payments are made.

### **Promotion and Publicity**

- Attend and deliver information sessions and workshops on grants available and other programmes. Represent the Foundation at events to promote its work.
- Create a communications plan for each grant programme to seek to extend the reach of the Foundation's funding.
- Support the Anglo American Marketing Team to maximise PR opportunities.

- Identify and write case studies, web and social media content.

### **Research and Development**

- Keep abreast of developments and policy changes across the charity sector.
- Report back on issues impacting the local voluntary sector and use local intelligence gathered to help shape funding plans.

### **Other**

- Adhere to the Foundation's core principles and values and be a responsive and friendly face of the Foundation for our grantees and partners.
- Work as part of a team ensuring that all team functions are covered.
- Carry out the duties in accordance with the Foundation's Health and Safety policies and procedures
- Have due regard to equal opportunities at all times, and to work in a fair and reasonable manner towards all people, ensuring service standards are maintained for all.
- Undertake other duties related to the work of the Foundation. This is not meant to be an exhaustive list of duties. The need for flexibility is required. We are a small team and the post holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

## **Person Specification**

### **Qualifications and training:**

- Educated to degree level or equivalent and evidenced work based experience.
- Grant making, auditing or related training would be desirable.

### **Skills, knowledge and experience:**

#### ***Essential:***

- A minimum of three years experience working in a management role.
- Excellent planning and project management skills and experience of managing projects and delivering to deadlines.
- Ability to think and plan strategically, with demonstrable experience of agile operational management.
- Excellent relationship management skills and able to work professionally with a wide range of people of people and experience of developing effective relationships with a variety of stakeholders.
- Aptitude for fostering positive relationships and ability to bring partners together for collaborative action.
- The ability to review proposals for funding and make recommendations as to whether a project should be funded or not.
- Strong decision-making skills and experience of advising panels or boards on the feasibility of a project or concept.
- A confident communicator, both written and spoken.
- Highly organised with good administrative skills, excellent attention to detail and the ability to prioritise tasks.
- IT literate, with good levels of skills on all Microsoft applications.

- The ability to analyse and synthesise complex information with a good attention to detail.
- Numerate with an understanding of charity finances and accounts (or a willingness to learn this); and confident in assessing budgets and policies.
- Excellent data literacy skills both management and analysis, with the ability to analyse complex information to help inform and present compelling reports.
- Curious, collaborative and kind with a passion for addressing social issues.
- A team player with the willingness and flexibility to help out on other projects as needed and to be part of a small high performing team.
- Self-motivated with the ability to work flexibly and under own initiative to manage a diverse workload and competing priorities
- A commitment and interest in the five charitable objectives of the Foundation.

***Desirable:***

- Proven experience in a similar role or experience of managing the end-to-end grant-making process.
- Track-record of building and managing relationships with grantees.
- Experience of setting up and managing grants management software.
- Experience of event management for webinars and in person scenarios.
- Experience of working with Trustee Boards and charitable governance structures.
- Knowledge of the legal environment - charity law, GDPR and professional codes and standards.
- Community development or community engagement experience.
- Experience of developing and delivering projects, programmes of work or grant rounds in one or more of the Foundations charitable objective areas of interest.

**Other:**

- Full driving licence as public transport across the area of benefit is limited and travel will be extensive.
- Must have a car or similar that is available and insured for business use.
- Flexibility to travel regularly across the Foundation's area of benefit and to work occasional evenings or weekends to meet business need.
- Home office/working space with good broadband speeds and the ability to work from the Anglo American Offices in Scarborough and Redcar as required.

## Benefits

**Flexible and hybrid working** – This role will work out of the Anglo American office at Scarborough one day a week, and over time, one day a week at Wilton in Redcar. The rest of the week will a balance of working from home and travelling to meetings and events. To make this work the successful candidate will need to live in the area of benefit or close by. We would expect the role holder to travel to the two office bases at their own cost and travel time on those two days would not be in working hours. Any additional travel during the week would be reimbursed as expenses and within working hours. We expect the role holder to have a working pattern that meets the needs of the Foundation and in return the Foundation offers flexible working hours.

**Annual leave** – The Foundation offers 25 day annual leave plus public holidays. This would be pro rata for a part time post.

**Pension** - We have a work place pension into which all employees will be automatically placed. Company contributions and minimum employee contributions are in line with the current government guidance on minimum pension contributions.

## Recruitment timetable

Recruitment live	29 October 2021
Closing date for applications	10am on 29 November 2021
Interview date	Monday 13 December 2021

## How to Apply

The closing date for applications is 10am on Monday 29 November 2021. Please apply with a CV and covering letter outlining how you meet the job description and person specification. Please explain your reasons for applying for this role at Sirius Minerals Foundation. Your cover letter should also state:

- That you have the right to work in the UK
- Your current/last role salary and your reason for leaving
- Whether you are applying for a full time or part time role and the number of hours you wish to work
- Your notice period
- The contact details of two referees

Your application should be sent to [info@siriusmineralsfoundation.co.uk](mailto:info@siriusmineralsfoundation.co.uk)

If you would like a conversation about this role or have any queries please contact Leah Swain on [leah.swain@siriusmineralsfoundation.co.uk](mailto:leah.swain@siriusmineralsfoundation.co.uk) or 07724 832982.

Sirius Minerals Foundation is committed to inclusivity and representing the diversity of the communities we serve. We therefore welcome applications from all backgrounds and all sections of the community. Applicants will be treated fairly throughout the recruitment process and we will ensure there is no unfair discrimination on the basis of race, ethnic origin, disability, gender, religion or belief, age, sexual orientation or any other relevant characteristic.