

# NHS CHARITIES TOGETHER

## GRANTS MANAGER - LEARNING & EVALUATION Recruitment Pack

**NHS Charities Together**

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[www.nhscharitiestogether.co.uk](http://www.nhscharitiestogether.co.uk)

NHS Charities Together is the trading name of the Association of NHS Charities. Company number 12325259

Registered Charity No. 1186569

## Message from the CEO of NHS Charities Together

Dear Applicant,

Thank you so much for your interest in working at NHS Charities Together as part of our Grants Team, this is an exciting time to join us. Thanks to phenomenal public support, our national Covid-19 Appeal has raised more than £150million to help NHS staff, volunteers and patients through the immediate and long-term effects of coronavirus.

Our charity is on an incredible journey. Since completing a rebrand in 2019 from the Association of NHS Charities to NHS Charities Together and incorporating as a charitable company, the world has been turned upside down by Covid-19. The year 2020 saw the country come together in an outpouring of love and support for the NHS. As the NHS' national charity and membership organisation to all the NHS' official charities throughout the UK, NHS Charities Together is the central charity getting additional funding and support to our National Health Service where and when it needs it most.

The recruitment of this post is part of an ambitious strategy and commitment to develop our grants programme and grow our support to members, building on the success of our Covid-19 Appeal.

We are very proud of what we achieve. We are a small, but growing staff team and the post of **Grants Manager – Evaluation & Learning** will have a key role to play. This post will lead on programme evaluations and analysis of data to enhance our learning and monitor our impact in and that of our member NHS Charities, when going above and beyond to support the NHS.

If you are passionate about the health and wellbeing of our nation, believe that through supporting NHS charities we can significantly increase the vital support given to our hospitals, community, mental health and ambulance services, we would love to hear from you.

Best wishes



**Ellie Orton**  
**CEO, NHS Charities Together**

## NHS CHARITIES TOGETHER

### Grants Officer/Senior Grants Officer – Recruitment Pack

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#### Background

There are more than 240 NHS charities across the UK and most of them focus on helping our hospitals and the NHS do more. Collectively these charities give over £1million every day to the NHS so that people can stay well for longer and get better faster. In recent years NHS charities have funded major capital projects, pioneering research and medical equipment at our hospitals, helping patients access the best possible care when they need it most.

Our charity is on an incredible journey and this is a hugely exciting time to join our team. 2020 saw the UK come together in an outpouring of love and support for the NHS. Thanks to phenomenal public support, our national Covid-19 Appeal has raised more than £150 million to help NHS staff, volunteers and patients through the immediate and long-term effects of coronavirus.

Our current grant programmes are focused on supporting community health and social care partnerships that the NHS relies on, and on NHS recovery from Covid.

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*NHS charities are devoted to our nation's hospitals, community and ambulance services, funding ground-breaking research and vital medical equipment, while developing new treatments and enhanced care to support patients.*

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We distribute the donations we've raised through a grants framework via our 240 NHS charity members and wider network. We have a national impact by working with our members, in collaboration with the Department of Health and a variety of other stakeholders in healthcare, to support the NHS to go above and beyond for patients, staff, volunteers and local communities.

We recognise the wide ranging and holistic nature of the health sector and have a particular focus on encouraging partnership working across our communities in providing the very best impact to support the health of our nation.

We're uniquely placed to understand, through our engagement with both our members and the wider system, where the needs are and where our grants can fund initiatives to be most impactful nationally.

These vital funds and services are above and beyond what the NHS alone can provide, touching lives and making a huge difference to millions of people when they are at their most vulnerable.

To read real life stories of the difference NHS charities make, visit the [NHS Charities Together website](#).

## The Association of NHS Charities & NHS Charities Together

Founded in 2000, the Association of NHS Charities started as an informal group of the largest NHS Charities which came together to provide mutual support and a forum for discussion. Since then we have changed our name to NHS Charities Together (to better reflect what we do and who we support) and grown steadily, welcoming charities both large and small from across England and Wales, as well as Scotland and Northern Ireland. Today NHS Charities Together represents all NHS charities in the UK. The organisation was formally constituted in 2008 and successfully applied to the Charity Commission to become a registered charity. In 2019 we incorporated to be a charitable company limited by guarantee.

NHS Charities Together provides a forum for nationwide fundraising and advocacy campaigns, provides advice and guidance to its members, bespoke conferences and training days covering issues and development opportunities for NHS Charities, as well as access to online resources and support through exclusive member pages on the website. In 2018, the 70th year of the NHS, NHS Charities Together launched a brand-new vision and strategy for the next 5 years, outlining the next exciting phase for NHS Charities.



### **Anupurba's Rehab**

*Thanks to an NHS charity, young children like Anupurba who wear prosthesis can benefit from a specially designed therapeutic playground to help their rehabilitation through play*

## Vision, Mission and values

NHS Charities Together's Vision is to:

*'Inspire NHS Charities to become the Nation's biggest independent supporters of Health and Well-being'*

Our Mission is: That we will support the development of NHS charity members to enable them to:

- become high functioning charities
- add great value to their associated NHS Trust(s), its patients and staff as well as their wider communities
- be recognised by their Trust as a major strategic partner

Our Values are:

To strive to be an organisation that:

- Is **accessible** to all charities in the sector, corporate and independent
- Is **proactive** in all its activities

- Believes in **working together** with members and creating networking opportunities for all
- Always seeks to **promote** best practice, including the unique status and governance of NHS charities
- Is **reflective** and learns from its experiences

#### Strategic Objectives:

1. We will be the number one source of support and development for NHS charities, promoting charity best practice, fostering mutual support and discussing matters of mutual interest
2. We will be the authoritative voice for NHS charities to represent members' views to key stakeholders and where possible to collaborate with them in pursuit of our vision
3. We will promote the profile of NHS charities nationally
4. We will ensure NHS Charities Together is a financially sustainable organisation that develops its staff, ensuring it has the right skills and resources to achieve its 5-year strategy
5. We will demonstrate the impact of NHS Charities Together and of our members



#### **Memories for Olive**

*850,000 people in the UK have dementia. For patients with dementia a stay in hospital can be upsetting for them and their families, but thanks to a memory box scheme funded by an NHS charity, patients like Olive find comfort and familiarity.*

#### **Our Future**

This is an exciting time to join NHS Charities Together. Our strategy informed the business plan for the significant growth and development of services. These include the strengthening of our events programme to offer further learning and development opportunities for members; increased mutual support through regional groups and virtual support forums, to expand advice and guidance through expert member panels or technical specialists. Plans also include the establishment and advancement of a brand new digital resources programme and establishing our grant making programme.

Another significant advancement for NHS Charities Together is its leading role in NHS Charity nationwide campaigns for our members. Following the success of NHS70 in 2018, celebrating the 70<sup>th</sup> birthday of the NHS, our aim is to establish the NHS' birthday – 5th July – as a national day for NHS Charities. This will become a recognised point in the year for the nation to support the NHS through its charities. We will further establish 'The Big Tea' as annual fundraising activities to continue to raise the profile and income of our fantastic member charities.

## **Grants Manager – Evaluation & Learning**

**Reporting to:** Head of Grants

**Hours:** Full time (35 hours per week)

**Key Relationships:** NHS Charities Together Staff Team, Members, other funders and partners. Other key stakeholder organisations as required.

**Location:** Central office in Warwick. NHSCT offers flexible working. You will be expected to be office based 1 – 2 days per week by prior arrangement once Covid19 restrictions have eased. You will be required to work at other locations, primarily for the purposes of NHSCT's events and supporting the members. NB Due to the current Covid-19 restrictions, remote home based working is encouraged wherever possible.

**Reward package:** £35,000 - £45,000 per annum plus 10% pension contributions, 28 days annual leave.

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### **OVERALL PURPOSE**

This role will support the Head of Grants and be an integral part of the Grants Team at NHS Charities Together (NHS CT). The Grants Manager – Evaluation & Learning is responsible for the design, development and implementation of a comprehensive monitoring, evaluation and learning system. This will lead to assessing programme impacts and successes of activities and performance at all levels.

The role will support all aspects of NHS Charities Together's evaluation from design to dissemination and will also support our member NHS charities to provide quality monitoring, evaluation and embed learning.

The Grants Manager – Evaluation and Learning will improve our understanding of our current grants portfolio. The post will consolidate our cumulative learning and evaluation from grant making data as well as external research, including that from our member NHS Charities and other key stakeholders, to build our collective expertise and maximise on opportunities to further our strategic impact.

### **KEY RESPONSIBILITIES**

- Working closely with NHS Charities Together grants teams to ensure grant-funded programmes embed quantitative and qualitative evaluation and learning during programme development phases.
- Developing, commissioning and managing programme evaluations – working closely with external partners to ensure best practice research methods are used to analyse and interpret themes to maximise key insights and inform future funding activity.
- Working collaboratively with team members to develop a system for data collection and monitoring of data flow and information, to ensure accurate and timely collection, analysis and reporting of performance.

- Ensuring relevant data is entered into the data management system - providing consistency and quality through data verification procedures, including routine data quality checks.
- Supporting member NHS charities and other delivery partners through their evaluation journey and ensuring that all evaluation and evidence outputs are consistently high quality.
- Conduct in-depth analysis and insight into the outputs, outcomes and impact of NHS CT's grant making portfolio to inform our storytelling, enabling demonstration of the impact of our work.
- Produce reports and develop high impact data visualisations to support analysis, learning and communication for the grants team, senior management team, grants advisory panel and the trustees.
- Work with colleagues in the Communications Directorate and Membership & Impact Directorate to assist in communicating the impact of our grant programmes
- Identifying insight that will drive action to develop and support NHS CT's Theory of Change.
- Making clear, practical and impactful recommendations for practice, policy, and application of impact measurement, to advise senior stakeholders and inform decision making across NHS CT.
- Support the development and delivery of Grants+ activities to provide targeted support for member NHS charities, with a focus on monitoring, evaluation and learning.
- As the team develops Management posts will have enhanced responsibility, including line and people management duties.
- Adhere to relevant legislation, best practice, policies and processes including; but not limited to, charity law, the fundraising regulator, GDPR and professional codes and standards.
- 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.

## **KEY RELATIONSHIPS**

- The Grants Team (Director of Membership & Impact, Head of Grants and Grants Manager) and the wider staff team in support of the overall objectives of NHS Charities Together. Liaison with colleagues in Communications and Fundraising.
- Liaison with 240 + member charities and their staff teams.
- External relationships with other key stakeholders as required

## Person Specification

	ESSENTIAL	DESIRABLE
<b>Qualifications/Education:</b>		
5 x GCSEs at Level C or above (Including English & Maths)	✓	
Educated to degree level or equivalent		✓
Impact, evaluation or research qualification or training	✓	
<b>Knowledge, Skills &amp; Experience:</b>		
Significant, demonstrable knowledge in the field of monitoring, evaluation and impact within a charity or health context	✓	
Sound knowledge and demonstrable experience of grants programmes in excess of £500K	✓	
Knowledge and understanding of quantitative and qualitative measures with experience of analysing and interpreting data	✓	
Demonstrable understanding of evaluation approaches and theories	✓	
Excellent numerical, statistical and analytical skills with proven ability and experience of using these to analyse data and present clear and concise analysis.	✓	
Experience of online grant management systems with a focus on data quality	✓	
Experience in planning design and implementation of evaluation and research projects	✓	
An understanding of the landscape of grant making, ideally within the NHS or Health charity sector		✓
An understanding of NHS structures and funding		✓
Knowledge / experience of working within a membership organisation or function		✓
Excellent time management skills and an ability to consistently meet deadlines	✓	
Good understanding of charities and charity governance	✓	
Experience of people, line management or leadership		✓
Excellent interpersonal skills and a track record for collaborative working and building sustainable relationships at all levels	✓	
Excellent written and verbal communication skills. Able to assimilate information clearly and prepare appropriate, clear and concise content.	✓	
Strong presentation skills, ability to deliver presentations, training or grants + support		✓
Knowledge of co-production, collaboration and partnership working		✓
Experience of working in a team to support the delivery of team objectives	✓	
<b>Personal Qualities:</b>		
Articulate, confident communicator	✓	
Collaborative and open approach	✓	
Passionate, driven and committed to delivery	✓	
Well organised and structured with an eye for detail	✓	
Flexible and responsive	✓	
A team player who is also a self-starter and happy to work independently to develop and deliver objectives	✓	

## Equality and Diversity

NHS Charities Together 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.

## How to Apply

The closing date for applications will be midnight on **Wednesday 28<sup>th</sup> July 2021**.

Please apply via the Charity Job Website with your CV and a covering letter outlining how you meet the job description and person specification. Please explain your reasons for applying to work in this role at NHS Charities Together. Both the CV and supporting statement should each be no more than 2 sides of A4.

**Interviews will take place on 19-20<sup>th</sup> August 2021.**

If you have any queries or would like more information, please email Clare Cannock at [clare@anhsc.org.uk](mailto:clare@anhsc.org.uk).

**We will be shortlisting and interviewing candidates as we progress. We reserve the right to close the job advert early should we find a suitable candidate(s).**

*For detailed information on how we process your personal data, please review our privacy policy on our website <https://www.nhscharitiestogether.co.uk/privacy-policy-2/>*

*In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and / or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.*