



# Grants Manager Recruitment Pack

## **NHS Charities Together**

*Pure Offices (Suite 68,) Lake View House, Wilton Drive, Warwick CV34 6RG*

*[info@anhsc.org.uk](mailto:info@anhsc.org.uk)   [www.nhscharitiestogether.co.uk](http://www.nhscharitiestogether.co.uk)*

*T: 0300 303 5748*

*Royal Patrons TRH The Duke and Duchess of Cambridge | Patron Lord Nigel Crisp*

NHS Charities Together is the trading name of the Association of NHS Charities  
Charity number: 1186569 (England & Wales) and SC050716 (Scotland) Company number: 12325259.

## **Message from the CEO of NHS Charities Together**

Dear Applicant,

Thank you so much for your interest in working at NHS Charities Together as a Grants Manager. This is an exciting time to join our team. 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. After a transformational two years, we have recently developed an exciting new brand proposition and identity, to better reflect the organisation we have become and our strategic vision.

We are very proud of what we achieve. We are a small, but growing staff team and this Grants Manager post will support the grants team to deliver our locally based grant making function and grant management processes, to ensure that funding to NHS Member Charities supports our organisational objectives.

If you are passionate about the helping the NHS tackle today's challenges and tomorrow's opportunities and 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

A handwritten signature in grey ink, appearing to read 'Ellie', with a stylized flourish at the end.

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

## NHS CHARITIES TOGETHER

### Background

#### **NHS Charities**

There are over 230 NHS charities across the UK and most of them focus on helping our hospitals 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.

There is so much love for the NHS and this was evident following the launch our Covid-19 Appeal in March 2020, to support staff, volunteers, and patients through the immediate and long-term effects of the coronavirus pandemic.

To date, NHS Charities Together have allocated £140 million in a range of projects supporting the NHS. These include counselling services, helplines, and intensive psychological support for staff; patient focused initiatives like training for emergency responders, research into long COVID, and specialist equipment; and projects designed to make access to healthcare more equal – so the best of NHS care is available to everyone, now and in the future.

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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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NHS charities also play a key role in mobilising volunteers to support NHS staff, brightening wards and waiting areas with colourful and engaging art and building an important link between our hospitals and our communities. Other NHS charities support mental health trusts, community health trusts and ambulance trusts.

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 100% of the NHS charity sector in the UK as members.

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.

### *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**

**Our Vision:** Helping the NHS tackle today's challenges and tomorrow's opportunities

**Our Mission:** With our NHS charity members, we are here for the people of the NHS: staff, patients, and their families, as a catalyst and convenor of ideas, programmes and partnership that help the NHS recover from the impact of Covid-19, reducing health inequalities and helping to save lives

### **How we work:**

- Actively listen - we seek first to understand before we are understood
- Collaborate - together we are more than the sum of our parts
- Every life counts - we champion diversity, equity, and inclusion in all that we do

### **Strategic Objectives:**

1. To champion, influence and invest in NHS strategies that improve the health and wellness of NHS people: staff and volunteers, and reduce health inequalities in the workforce
2. To empower the NHS charity sector to be high performing, effective and impactful
3. To be a catalyst and convenor of partnerships between the NHS, NHS charities and the wider voluntary health sector to advance great ideas that prevent ill health and improve of long-term health conditions

4. To promote understanding of and increase charitable giving in the NHS and demonstrate the difference this makes
5. To be a financially sustainable, responsive, and well governed organisation that values and develops our staff, actively practicing the principles of equity, diversity, and inclusion

### **Our Future**

This is an exciting time to join NHS Charities Together. The heartfelt support from the public for the NHS over the last two years has resulted in a significant increase in our external brand awareness, in addition to our focus on member charities. Our new brand proposition and identity aims to harness that support and drive continued engagement and support for NHS Charities. There are huge opportunities for us to demonstrate the vital work of NHS charities at the national level, and to engage our key stakeholders, through our communications channels and upcoming campaigns and events like our annual NHS Big Tea.

### **Equality and Diversity**

NHS Charities Together is committed to inclusivity and representing the communities we serve, ensuring that our team reflects diversity in class, lived experience and ethnicity. We offer a working environment that values and respects every individual's unique contribution. We want to attract the broadest range of talented people and are committed to equality of opportunity and anti-discrimination practices. We therefore welcome applications from all backgrounds and all sections of the society and are particularly interested in candidates from under represented groups. 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.

**Access:** Our offices are over multiple floors, with lift access to all areas. It is close to rail and road links, there is parking (on a first come first served basis) and disabled parking.

## JOB DESCRIPTION

**Job Title:** Grants Manager

**Reporting to:** Grants Manager/Head of Grants

Responsible for: Senior Grants Officer/Grants Officer

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

**Key Relationships:** NHS Charities Together Staff Team, Member Charities, External Grant Assessors. Other key stakeholders and organisations as required.

**Location:** Regionally based. You will be expected to make available a suitable office space for business use at home/in your region with equipment provided by the Charity. Regular travel to NHS Charities in your Region and at least once each month to attend face to face team meetings at our Head Office in Warwick and across the UK.

**Reward package:** £42,000 - £48,000 plus 10% pension contributions, 28 days annual leave

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### Overall Purpose

The Grants Manager is responsible for managing a small team withing a geographical portfolio reporting to the Senior Grants Manager/Head of Grants to leading the delivery of the grant making and grant management process, awarding funding to NHS Member Charities. In addition to line management, the post will manage a more complex portfolio of grants, taking a relational approach to grant making and acting as a key contact point for internal and external stakeholders. Grants Managers will take lead responsibility for individual grant programmes and ensure consistency in interpretation of programme criteria and assessments across the grants team engagement. The experience level of this post means that the role will hold higher responsibility in terms of delegated decision making and escalation of more complex issues across grants management functions and provide line management the Senior Grants Officers and coaching and support for team members.

The role is an integral part of the Grants Team at NHS Charities Together which collectively delivers the grants programmes of the Charity to further the organisational impact strategy.

### Overall objectives

- Responsible for efficiency in NHS Charities Together grant making and impact function to deliver effective and positive outcomes for the NHS in line with NHS Charities Together Impact strategy.
- To work with senior leaders and managers, in the creation and establishment of quality operational standards, including development of policy and levels of consistency. To support the Head of Grants and wider colleagues, in ensuring that funding is distributed through robust grant making systems and processes, striving for continuous improvement across grant making functions.

- Ensure the team provide a relational approach to grant making within a membership environment, supporting the team to manage more complex relationships with NHS Charities with regards the application, review/assessment process, reporting and evaluation.
- To provide line management, support and coaching of senior grants officers and grants officers, working across the team to provide consistency of approach.

## **KEY RESPONSIBILITIES**

The main duties and responsibilities of the role holder are as outlined below:

### **Grant Making**

- To lead our relationship and interface, ensuring the team function at the highest standard with all stakeholders engaging with the grants team, including potential applicants, applicants, and grant holders within member NHS Charities.
- To ensure that equality, diversity and inclusion is embedded across all policies, processes and actions of NHS Charities Together Grant Making functions.
- In collaboration with senior colleagues, lead the development and provision of effective grant programme guidance and application/project development support to potential grant applicants.
- To review and assess grant applications, for across the UK against programme criteria and quality standards. and be responsible for consistency and quality of team reviews and assessments.
- To produce and review for consistency, assessment reports and present recommendations in support of fundable applications to the Grants Advisory Panel and the Board.
- To provide guidance to the team on responding to enquiries from member applicants/recipients and ensure appropriate feedback to unsuccessful applicants. Supporting/coaching team members where escalation may be required to manage difficult and more complex conversations, including escalation of complaints.
- Lead on ensuring the provision of analysis and commentary on application and grant portfolio for trends, quality, and scope, providing feedback on findings to colleagues, assessors, and committee as appropriate.
- Contribute to NHS Charities Together learning and evaluation activities to develop knowledge of grant programme outcomes and wider impact.
- Lead on the recruitment, induction, training, retention and support of staff and volunteers to maintain a skilled, well-informed, and diverse team.

### **Grant management**

- Ensure the team provide a relational approach in grant management within a defined geographical portfolio, which resonates within a membership environment. This includes proving support and signposting to member charities to enable effective outcomes for the NHS inline with NHS Charities Together grant & impact strategy.

- Develop deeper relationships with member NHS Charities, including through project visits and monitoring calls to contribute to grant monitoring, assessing, progress updates and sharing of learning.
- Responsible for ensuring that grants are reported on in a timely manner and that team provide a consistent staff review and commentary on reports. Participate in the escalation process to obtain overdue or outstanding reports and/or support the grant management of any reporting issues or risk management.
- To actively support the grant management of allocated grant portfolio, including mitigation of grant issues or areas of risk within an agreed delegated framework, including investigating issues and taking the lead in more complex grant management cases and maintaining the risk register for grants.
- To ensure team members work in alignment with the Grants Administrative Team to ensure accurate filing and recording of information and data relating to the grant applicant journey within the Grants Data Management System.
- Lead on the development and delivery of Grants+ activities to enhance the impact of grant making via targeted support for NHS Charities.
- Where appropriate represent NHS Charities Together grant making function through the attendance of regional meetings of NHS Member Charities or externally with key stakeholders.

## **Other**

- Support the Head of Grants with leadership of the Grants Team, including line management, coaching and training of direct reports and deputising for the Head of Grants when required. This should include ensuring regular one-to-one support, team support and regular formal Performance Development Reviews are in place
- Support a safe learning environment across the grants team to embed coaching and training to enhance the development of the team, including leading on, coordinating and supporting team activities or leading project workgroups.
- To support or lead development or change projects, relevant to or within the Grants Team.
- Work with NHS Charities Together's Membership, Learning & Evaluation, Fundraising, Communication and Finance Teams to develop and embed the grant strategy, ensuring strong cross organisational team work and clear communication.
- Hold and nurture strategic local relationships with key stakeholders within the geographical remit of the post.
- Visibly live NHS Charities Together's values, including our commitment to diversity and inclusion, particularly by ensuring that our grant making reflects the diversity of the communities we serve.
- Act as an advocate for the work of NHS Charities, promoting and supporting the impact of our membership.



- Work flexibly, prioritising workload, and working effectively as part of a team.
- Carry out the duties of the post in accordance with NHS Charities Together's values, policies, and procedures, including on Health and Safety, and take responsibility for ensuring personal health and safety.
- Comply with relevant legislation, best practice, policies, and processes including, but not limited to, charity law, the charity commission, 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 currently 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.

### Competencies

<b>Teamwork</b> – 'One charity', working within and across teams	<p>Excellent at building and maintaining effective working relationships with a range of internal and external stakeholders.</p> <p>Works collaboratively and effectively with others as part of a cross organisational team.</p>
<b>Building trust and respect</b> – listen, feedback, and learn	<p>Ability to instil confidence and respect; demonstrated through active listening, and presenting sound and well-reasoned opinions, whilst being open to challenge and learning.</p>
<b>Responsibility</b> – owning your part in our success	<p>Strong leadership, management, collaboration and coaching skills.</p> <p>Excellent attention to detail; ensuring that information presented is accurate and clearly communicated both written and verbal</p> <p>Self starter with ability to consider and plan to establish an efficient and appropriate course of action for self and others.</p> <p>Ability to manage conflicting priorities, complex cases and workload.</p>
<b>Professionalism</b> – creating an environment to achieve success	<p>Excellent time management with an ability to organise a large workload to meet both internal and external deadlines and priorities.</p> <p>Able to develop relationships and maintain virtual and face to face (within Covid restrictions) presence across team and key stakeholders.</p>

<b>Stakeholder focus</b> – understanding the needs of our key stakeholders and audiences	<p>Able to focus on the needs of member NHS charities, wider stakeholders and supporters, our donors and NHS staff, volunteers, and patients.</p> <p>Ability to provide constructive feedback and manage potentially difficult or challenging conversations.</p>
<b>Acumen</b> – Sound decision-making	<p>Ability to work at a strategic level.</p> <p>Demonstrates analytical thinking with the ability to simplify complex information and data to explore and evaluate systematically.</p> <p>Ability to work within a framework to assess information against core criteria to enable transparent, effective, and robust decisions.</p> <p>Awareness of and ability to manage unconscious bias and it's potential impact in decision making.</p> <p>Able to present sound and well-reasoned arguments, drawing from a range of strategies to influence, persuade and convince others based on evidence.</p>

## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>Qualifications/Education:</b>		
Educated to Level 3	✓	
Grants Management Qualification		✓
<b>Knowledge, Skills &amp; Experience:</b>		
Over 5 years experience and sound knowledge of grant making and grant programmes in excess of £1million	✓	
Strong knowledge of grant making processes and systems, ideally gained from a variety of sources	✓	
Strong experience of relational grant management	✓	
Good understanding of the landscape of grant making, ideally within the voluntary sector, health sector or NHS	✓	
Good experience of grant management systems, e.g. salesforce	✓	
Strong understanding of charities and charity governance	✓	
Experience of monitoring, evaluation, and impact measurement	✓	
Significant leadership and people management experience, could be gained through leading staff or volunteers.	✓	
Excellent time management skills and an ability to consistently meet deadlines	✓	
Strong reporting and analytical skills. Evidence of creative thinking and problem-solving skills.	✓	

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, confidence to deliver presentations, training, or grants + support	✓	
Experience of co-production, collaboration and partnership working	✓	
Interest in the shared values and culture of organisations supporting the NHS	✓	
Self starter with ability to work remotely with a UK wide team	✓	
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	✓	

#### Terms and Conditions

<b>Working Hours</b>	Full time - 35 hours per week (negotiable)
<b>Pension</b>	10% employer contribution
<b>Annual Leave</b>	28 days per annum (pro rata) plus bank holidays.
<b>Probation Period</b>	6 months (for external appointments)
<b>Notice Period</b>	1 week during probation & 2 months thereafter

In addition, NHS Charities Together provides a number of staff benefits including, Pay it Forward Days, Wellbeing Time Out, Employee Benefits Package and Health Service Discounts.

Not for Profit People (NFP People), our recruitment consultants, would welcome the chance to speak with you in more detail about the role. The recruitment site can be found at: [Grants Manager - NFP People \(nfp-people.co.uk\)](https://nfp-people.co.uk)

Please send your CV via this link: [NHS Charities Together - Applying for - Grants Manager \(applications.management\)](#)

NFP People will forward the full job description to applicants who potentially meet the personal specification, and request a supporting statement to identify how the applicant meets the person specification. The supporting statement should be no more than 2 sides of A4.

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

*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.*