



BATTERSEA

HERE FOR EVERY DOG AND CAT

RECRUITMENT PACK



Grants and Programmes Manager (BDCH1715) Battersea London

Battersea is here for every dog and cat and has been since 1860. We are a leading animal welfare charity and over the last 160 years we've grown from one home in London to three rescuing and rehoming centres across the South East. With c500 staff and 1000 volunteers, we have cared for over three million vulnerable animals. We also campaign tirelessly to make things better for dogs and cats; sharing our expertise and educating the public and policymakers about responsible pet ownership. Join us and make a difference for every dog and cat.

Please read the information below thoroughly before starting your application.

Your Application

Your **supporting statement** is a very important part of your application. We cannot make any assumptions about your knowledge, skills and experience so the information that you provide in your supporting statement is vital for us to decide whether to shortlist you for an interview.

Please demonstrate how you meet the criteria and our values listed in the person specification, detailing your experience, skills, achievements and/or abilities that are relevant for the role that you are applying for. You should use **specific examples**. Please do not generalise e.g. "I usually....", or waste your word limit by telling us that you love dogs and cats. We are looking for evidence that you can thrive in the role advertised.

Your statement **should not exceed 1,000 words**. We recommend you draft and save your supporting statement outside of the application portal as your connection may time out and it is not possible to save this document online for future use.

Closing date: 24/02/2023 (midnight)
First Interview date(s): 08/03/2023 and 09/03/2023
Second Interview date: 15/03/2023

If you do not hear from us within 2 weeks of the closing date, please assume you were unsuccessful on this occasion. Please note that we reserve the right to close this post early, should we receive a high volume of applications.

We are committed to providing equality of opportunity and valuing diversity for all current and prospective staff, volunteers and Trustees. We aim to ensure that this commitment, reinforced by our values, is embedded in our day-to-day working practices and our work together. We would particularly welcome applications from black and minority ethnic and disabled candidates, who are currently under-represented at Battersea.

Working at Battersea

Please note that all offers of employment require:

- References deemed satisfactory by Battersea
- Proof of eligibility to work in the UK

We have dogs from our kennels in our offices whilst they are waiting for a new home, so this means that staff can't bring their own dogs with them to work.

During the Coronavirus restrictions, our animal-facing staff continued to work on site and our office based staff worked from home. We are currently operating a hybrid working model with our office-based staff splitting their time between site based and home working. We believe this will support office-based staff to maintain the benefits of home working, while allowing for collaboration and interaction with our animal-facing staff and maintaining a connection to our cause.

As such, you'll be expected to work in our Battersea office for at least 50% of your working week.

Data Protection

The information you provide in your application will be used by Battersea Dogs and Cats Home (Battersea) to assess your suitability for the role you have applied for. We will not use your personal data for marketing or fundraising purposes (unless you have previously supported Battersea) and will not share your data with any third parties for their marketing purposes. We will also ask you for sensitive information (such as information relating to ethnicity or sexual orientation), but only to allow Battersea to monitor and report on diversity and equality of opportunities. The provision of this information is entirely voluntary and will not be used in determining whether you are shortlisted for the role you have applied for.

Further information about how we protect and use your personal data is set out in our [Job Applicant Privacy Notice](#) or contact our Data Protection office at DataProtection@battersea.org.uk

Job Description

Dept/Team: Global Programmes	Location: London
Hours: 35 hours per week, but we're always happy to discuss flexible working, part time hours and job share arrangements	Duration: Permanent
Responsible To: Head of Grants & Programmes	Responsible For: Grants volunteers as required
Works With/Key Contacts: Grant Allocation Committee, Senior staff in partner organisations, Academy Team, Animal Partnerships Team, Other key project staff at BDCH	Salary & Grade: Salary: £40,000 per annum Grade C1: Managers and Specialists

Battersea's approach to diversity

Battersea is here for every dog and cat and has been since 1860. We care for animals unconditionally, and we do not judge the owners of pets that need our help. It is this commitment which brings us together as an organisation, and we take great joy and pride in that.

We were founded by a female pioneer, Mary Tealby, who was unafraid to confront convention at a time when women leaders were rare, and animals were not universally loved. Her willingness to challenge the status quo is part of the legacy she leaves with us today, and we celebrate the impact we have made so far because of her vision.

We are ambitious to do more, including helping new populations of animals in new places beyond our centres; and we know we must adapt to the evolving world around us, harnessing the skills, experience and creative thinking of a diverse workforce to help greater numbers of animals and deliver the impact we all aspire to. And we know that an inclusive environment, where we welcome different perspectives and where staff and volunteers are empowered to be themselves, will ensure we continue to thrive.

We strive to create lasting change for animals and the people that care for them and believe that creating a truly diverse and inclusive Battersea, which is proudly open to all, will be essential in our mission to deliver greater impact for dogs and cats everywhere.

Why the role exists

The Grants and Programmes Manager will manage the delivery of a portfolio of work within the grants and programmes function at Battersea. This is an exciting time for Battersea as we expand our work to impact more dogs and cats.

Over the coming five years it is planned that the size and complexity of grant making will grow, including the establishment of several multi-year programmes in the UK and abroad.

This is a senior grant making role within the Grants and Programmes team in the Global Programmes Unit, requiring excellent experience of relationship management, building strategic grant programmes and good grant making practice.

The successful postholder should be comfortable making proposals, suggesting alternative approaches and solutions, supporting the contributions of others, and advancing the collective interests of a team. They should also be comfortable working with considerable scope, and complexity and nurturing relationships with colleagues as an integral element of the role.

What you'll be doing**Approx % of time**

To be responsible for managing a growing portfolio of grants, including identifying high potential partners, supporting proposal development, assessing organisations, making recommendations, presenting to decision makers, supporting grantees throughout the grant lifecycle, assessing progress and developing eventual exit strategies. Working collaboratively with the Grants Officer to ensure appropriate due diligence.	40%
To develop and maintain effective relationships with applicants, grantees and other relevant stakeholders. Poses and fields questions of considerable complexity and sensitivity and uses discretion in carrying out a constructive and effective dialogue; participates in dialogue by making proposals, suggesting alternatives, supporting the contributions of others, and in other ways advancing Battersea's strategic interests.	20%
To monitor the progress and impact of individual grants and country portfolios, and work with the Impact and Evaluation Officer to ensure progress is shared and utilised to maximum effect and to drive the future of the grant-making programme.	15%
Contributes to the collective effort to develop and refine strategic directions, including involvement in refining ideas, development of supporting data, and identifying and resolving potential barriers and concerns. Contributes to advancing the wider Global Programme strategy.	5%
Manages the development and delivery of research across portfolio of work, making decisions on how to proceed and/or making recommendations to decision makers to inform strategic objectives and intent.	5%
To ensure that safeguarding policy and procedures are implemented, working closely with the Safeguarding Lead	5%
To manage the significant budget of the portfolio, working closely with the Grants Officer	5%
To develop and deliver workshops or sessions as part of the Battersea Academy or wider stakeholder engagement	5%

The above job description is intended to be an outline of the duties and responsibilities for this role. Job descriptions change over time, and we will discuss with you and ask you to carry out work relevant to your role.

What you'll need to have to do the job

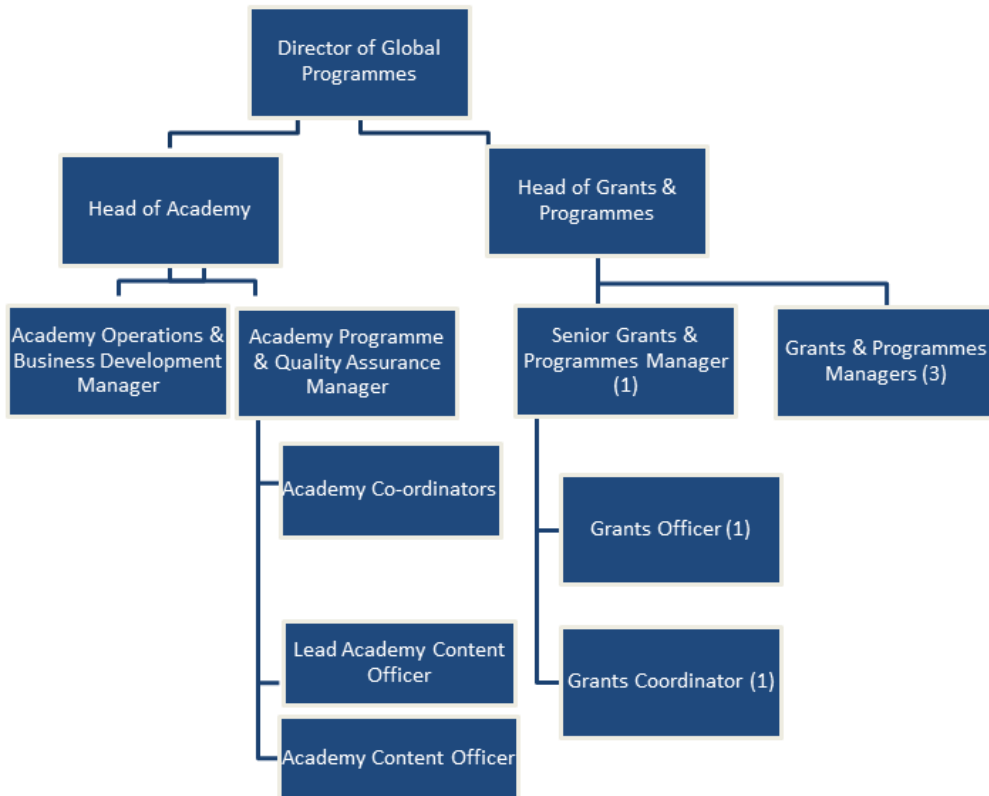
Job Specific	Proven knowledge and skills to work independently on planning, organizing, prioritizing and overseeing activities to efficiently meet strategic objective
	Proven experience of establishing and nurturing relationships with external parties, including in convening stakeholders as an integral element of strategic communication efforts and/or advocacy efforts to influence action
	Proven grant making experience including designing, developing, implementing and monitoring a sizeable portfolio, and maintaining good grant making practice
	Proven commitment to advancing diversity and inclusion within grant making activity
	Proven experience of identifying, assessing, prioritizing, and managing risks when executing strategy
	Experience of evaluating proposals and making robust evidence-based decisions

	Proven experience of managing grants in accordance with strategic objectives and budgets, including conducting due diligence assessments, risk management and project management
	Understanding and experience of managing safeguarding risk
	Proven experience of monitoring and evaluation in a grant management context
	Strong experience of managing significant grant budgets
	Proven experience of managing multiple projects and workstreams and meeting deadlines while maintaining strong attention to detail
	Understanding of how change happens, including policy and/or regulatory change
	Excellent written English, highly numerate and advanced user of MS Office and other IT Systems
	Significant interpersonal and consultative skills, including the ability to communicate, present, negotiate, influence and build credibility with colleagues and external parties
	Significant experience of showing empathy and demonstrating resilience under pressure and dealing with distressed people and animals
	Significant experience of managing and prioritising a high workload and multiple complex issues and tasks in a changing environment with tight deadlines
Values	CARE – We care wholeheartedly about our mission to be here for every dog and cat, and the work we each do to achieve this.
	EXPERTISE – We are experts at what we do, focusing on continual improvement, learning and growing our expertise, so we can all be the best we can be.
	DETERMINATION – We stay focused and solve problems to achieve our goals and our mission to be here for every cat and dog.
	RESPECT – We treat one another with respect, just as we treat every cat and dog with respect.
	INCLUSION – We champion diversity in all its forms, so that everyone can be themselves and feel valued and included.
	COLLABORATION – We understand that by working together across teams and with our partners, we achieve more for dogs and cats.

What we'd like you to have to do the job

- Experience of supporting grantees to advance policy or regulation change
- Experience of managing a grants research programme
- Experience of engaging other funders to achieve shared goals
- Experience of driving participatory processes
- Experience of managing projects or teams within a small or medium-sized charity

Position in the team



Staff Benefits

We offer our staff a wide range of benefits to reward them for the value that they bring to Battersea, to support them in their work, to help improve their health and wellbeing, and maintain a healthy work-life balance.

We intend to offer these benefits on an ongoing basis but may amend or withdraw them at any time.

Pension Scheme

Our group personal pension scheme is available to all members of staff. New staff will be auto enrolled into our pension scheme in their second month of employment, if they meet the eligibility criteria, at our standard rate of 2.67% staff contribution, 5.33% employer contribution. The following month, new starters can choose to increase their contribution rates and so benefit from a higher employer contribution of up to 10%. Because the GPP pension scheme is a salary sacrifice scheme, Battersea will also invest approximately 50% of the savings it makes on Employer National Insurance Contributions into your pension plan.

The contribution levels are as follows:

Staff contribution	Battersea contribution
2.67%	5.33%
3%	6.2%
5%	10.3%

Example of monthly pension contributions for salary of £20,000:

Staff contribution	Battersea pension contribution
2.67% = £44.50	5.33% = £88.83
3% = £50.00	6.2% = 103.33
5% = £83.33	10.3% = £171.66

Annual Leave

Staff are entitled to 28 days annual leave (pro-rata for part time staff and in the first year of employment), rising to 29 days after 5 years and 30 days after 10 years employment. This is in addition to eight days paid public holidays every year.

Health Cash Plan

Battersea offers a healthcare cash plan free of charge to all staff, using a provider called Simply Health. This cash plan enables staff to claim 100% of the costs of everyday healthcare, such as dental treatment, eye tests, glasses, contact lenses, physiotherapy, chiropody, osteopath, chiropractor, health screening and much more, up to annual limits.

Gym Membership

Staff who choose to join the Cash Health Plan can get discounts of up to 20% off a range of independent and chain gyms, including Fitness First, LA Fitness, Virgin Active and David Lloyd.

Season Ticket Loan

Interest free season ticket loans are available to all staff after two months of employment with Battersea.

Cycle to Work Scheme

We offer a Cycle to Work Scheme to encourage health and fitness. This enables you to save up to 40% of the cost of the purchase of a bike and safety equipment, up to a maximum value of £2,500 including VAT, by having this cost recovered from salary over a 12-month period and so saving tax and National Insurance on this cost.

Paid Maternity Leave

All pregnant staff are entitled to up to 52 weeks' maternity leave regardless of length of service. Staff who have worked with Battersea for more than 12 months by the time their baby is born receive enhanced maternity pay of 12 weeks full pay, with the remainder of their maternity leave being paid under Statutory Maternity Pay arrangements.

Paid Paternity Leave

Fathers to be or staff who will share the responsibility with a partner for bringing up a child, may have the right to Statutory Paternity Leave and Pay.

Staff who have worked for Battersea for more than 12 months by the time their baby is born receive enhanced paternity pay of two weeks full pay.

Employee Assistance Programme

We offer a Staff Assistance Programme to all staff free of charge. It offers completely confidential and impartial support, information, and counselling service to staff on legal, financial, debt management and emotional issues.

Life Insurance

All staff are covered by our life insurance scheme, which provides a nominated beneficiary/ies with a lump sum equivalent to four times the staff's salary in cases of death whilst in employment at Battersea.

Uniforms for all Operational Staff

Free uniform is provided for all operational and clinic staff.

Veterinary Treatment of Staff Animals

We provide cost price veterinary treatment for staff with ex-Battersea dogs and cats.

Discounted Pet Insurance

We offer staff a 20% discount off the cost of Petplan insurance.

Discounts in our Shops

We offer our staff a 25% discount in our shops.

Professional Membership Fees

After two months service, staff in roles where ongoing membership of a recognised professional body, (where this membership is gained through a qualification), is an essential requirement in the person specification for their job can claim the cost of one membership fee per year up to a maximum of £400.

Sabbatical Leave

Staff who have worked with us for five years or more can request six months unpaid sabbatical leave for personal or professional development, such as learning new skills or travel.



Battersea Dogs & Cats Home is a charity registered in England and Wales (206394)
Registered Office: Battersea Dogs & Cats Home, 4 Battersea Park Road, London, SW8 4AA.