



NATIONAL
EMERGENCIES
TRUST

TRUSTED IN TIMES OF NEED

Grants Manager Recruitment Pack

September 2021



Grants Manager

We are seeking a Grants Manager to work to ensure that vital funds are distributed fast and fair to support all those affected as soon as they need it, wherever they are in the UK.

Job Title	Grants Manager
Location	Remote working with occasional travel across the UK
Reporting To	Assistant Director - Operations
Department	Operations/Distribution
Website	https://nationalemergenciestrust.org.uk
Employment Status	Full time with flexible hours
Salary	£35,000

About the National Emergencies Trust

When a national emergency arises in the UK, the National Emergencies Trust activates a nationwide fundraising appeal to ensure that survivors and loved ones receive the vital support they need, as soon as they need it. We collaborate with other charities and groups to make financial gifts directly to those affected so that they can start to rebuild their lives and their livelihoods. We also fund local and national charitable services that can support their immediate and longer-term needs.

Our first ever appeal – the Coronavirus Appeal – activated on 18 March 2020 to support those across the UK whose lives would be affected by the Covid-19 pandemic. Thanks to the incredible support of companies, trusts and foundations and the giving public, the Appeal has raised nearly £100million. Funds have been allocated to Community Foundations across the UK to enable urgent grassroots efforts on the community frontline. They have also been distributed through 10 national charity partners to ensure the Appeal is reaching all those who need support. To-date, more than 13,500 grassroots charities and groups have used Appeal funds to make a positive difference to people's lives.

The National Emergencies Trust was just four months old as a charity when we launched the Coronavirus Appeal. Today we are busy preparing for the next emergency, drawing on the lived experience of emergency survivors and our Equity Scrutiny Group, and leading with our values, so that when the next emergency arises, we won't leave anyone behind.

Joining the National Emergencies Trust means you can help to make a meaningful difference to emergency survivors and their families during their time of greatest need.

Our values:

At under two years old, we are on an exciting journey as a charity and a team. You will be joining a community committed to building a diverse and inclusive culture, and open to innovative ways we can deliver on our mission, in line with our six founding values:

- Trusted
- Agile
- Compassionate
- Transparent
- Innovative
- Collaborative

Perks and benefits

- Flexible working hours including half days on Fridays if the work is done
- Employee Assistance Programme
- Enhanced maternity and paternity leave
- Professional development
- Mentoring/ coaching
- Team social events
- 4-6% employer pension contribution
- 33 days' annual leave including Bank Holidays

Good to know

- We're a small team who predominantly work remotely, which means you can be based anywhere in the UK.
- We also have a small office in central London where team members can work together when they choose to. And where we like to meet at least monthly as a full team for e.g., creative and planning workshops, and Board meetings.
- We have core working hours but promote flexible working practices that support people's personal commitments. In short, as long as the work gets done, that works for us!
- We are non-hierarchical, and value the expertise and contribution of every team member. Our relatively flat structure means there is plenty of scope to grow your own role, influence our strategy and learn from a variety of different people, including the Board.

In short, we encourage and support a good work-life balance. The flip side is that the nature of our work means that appeal / emergency periods can be intense. You will be very busy, and it's possible that you will miss family events during an emergency. You will need to be prepared to "drop everything" during a fundraising appeal, when we rely on full commitment. This means that you will be in a unique position to help those whose lives have been affected.

Inclusivity at National Emergencies Trust

We value diversity, and recognise that different people bring different perspectives, lived experience, ideas and culture to the Trust. This difference brings with it great strengths, including diversity of thought and innovation.

National Emergencies Trust is an equal opportunities employer and we recognise diversity and inclusion are a source of strength in achieving our mission. We therefore welcome everyone, trusting what makes us different brings creativity, styles and experiences to help us collectively do our best work. That's regardless of your gender, age, disability, religion, sexual orientation, and cultural identity or any other potentially unlawfully discriminating factor. We aim to recruit the person most suited to the job and welcome applications from candidates from all backgrounds.

Key Purpose of Role

The Grant Manager's contribution to the team will ensure that, during the next domestic disaster, the National Emergencies Trust and its network of distribution partners are able to offer vital funds and support to all those affected as soon as they need it, wherever they are in the UK.

To achieve this, the Grants Manager will work closely with the new Assistant Director of Operations, to further develop and implement the distribution strategy. They will be responsible for developing and managing the grants and relationships with local Community Foundations and wider, potential distribution partners.

During live emergency appeals, the post holder will actively reach out to local Community Foundations and other potential partners to manage the equitable distribution of funds, using data and intelligence, and drawing on the expertise of the Equity Scrutiny Group and Allocations Committee, to consider the needs of all those affected.

Between appeals, the Grants Manager will build and develop the network of distribution partners and hold important relationships, providing information and exploring ways to collaborate, share knowledge and expertise, and aid preparedness.

Key Responsibilities / Tasks

Strategy and planning

- Work with the senior team to draft and implement distribution strategies
- Develop and manage the local Community Foundation strategy
- Develop, grow and manage wider funding partner strategies
- Develop and manage distribution models in line with our funding strategy and values

Grants management

- Manage the day-to-day correspondence with grantees, including grant agreements, progress reporting, impact reporting ensuring adequate and timely reporting to Trustees
- Ensure that we put lived experience from the Equity Scrutiny Group and Survivors Advisory Forum at the heart of our decision-making to ensure equitable and compassionate process and distribution of funds
- Develop the funding programmes, liaising with and providing advice and guidance with and to potential members about their application, assessment process and framework
- Prepare papers on recommended grant applications for consideration by the Equity Scrutiny Group and Allocations Committee, and Board review
- Guide and support Allocations Committee with managing allocation and equitable distribution of funds, and develop and deliver recommendations for improving impact in the next appeal
- Provide data input, data management and data analysis on grants awarded providing clear audit trails and utilise data to inform decision making.
- Coordinate the planning and organisation of webinars and scenarios for Distribution Partners
- Work with Communications to assist in communicating and engaging with members regarding distribution partners and allocation of funds
- Work with Finance to support any due diligence, cashflow, reconciliation and grant payment processes
- Work with Fundraising to respond to donor requirements and/or other external reporting
- Ensure the CRM is kept updated with grant agreements and payment data to ensure accurate reporting and 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

Networking and building relationships

- Represent the Trust as first point of contact with distribution partners, building excellent working relationships throughout
- Identify a pipeline of grant assessors and administrators to establish a strong relationship
- Build networks to develop and deliver best practice, policies and processes in equitable, modern grant-making

About you:

Skills, Experience & Expertise

Essential

- Proven experience in a similar role
- Track-record of building and managing relationships with grantees
- Aptitude for fostering positive relationships and ability to bring partners together
- Experience of managing the end-to-end grant-making process, with strong communication and collaboration skills required
- Excellent planning and project management skills
- Strong organisational skills with the ability to deliver clear distribution plans
- Strong decision-making skills
- A confident communicator, both written and spoken
- Ability to gain solid and accurate understanding of Distribution partner organisations
- Excellent data literacy skills both management and analysis with the ability to analyse complex information to help inform and present compelling reports
- Ability to work under extreme pressure and remain focused and diligent during appeals, when it's often necessary to multi-task and work to very tight deadlines
- Excellent attention to detail
- Creative and innovative mind who is passionate about trying new things and bringing new ideas into the team
- A self-starter with the ability to work flexibly and under their own initiative, passion for inclusion and able to work under their own initiative to manage varying competing priorities

Desirable

- Experience of event management for webinars and in person scenarios
- Experience of working with Trustee Boards and charitable governance structures
- Experience working in a high intensity environment
- Knowledge of the legal environment - charity law, GDPR and professional codes and standards

Members of the black community are currently under-represented in the staff team and as such are particularly encouraged to apply. Selection will be on the basis of merit. Section 158 of the Equality Act applies.

How to apply:

Please send your CV and supporting statement to recruitment@nationalemergenciestrust.org.uk, and be clear to highlight the job you are applying for.

Timeline

- Closing date: Wednesday 20 October, 2021 at 12pm.
- Interviews (via zoom): Wednesday 3 November 2021

You will be informed as soon as possible after the application deadline whether you have been selected for interview

For more information:

If you have further questions or would like this information in a different format, please can contact Assistant Director of Operations on helen.killingley@nationalemergenciestrust.org.uk



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