

Grants Manager Job Description

Overview	The purpose of this role is to deliver the grant making of The Henry Smith Charity (HSC) as part of the Grants Team.
Reporting to	Senior Grants Manager
Internal	You will assess applications, manage a portfolio of Grants, carry out reviews and share learning about your specialist area/s.
External	You will represent HSC at visits to grant applicants/grant holders and external events as necessary.
Salary	£40,000 - £42,000 per annum
Location	Our office is in central London and our current employment contracts require office-based working. We are trialling a new approach to flexible working, however regular attendance at our office will still be required.

Main Tasks

1. Grant Making Activities

- Work closely with your designated Grants Coordinator to keep on top of workflow and meet deadlines.
- Undertake an allocated number of desk-based Stage One application assessments, carrying out analysis against set criteria and making clear, evidence-based recommendations.
- Prepare for, participate in, and chair the fortnightly Stage One discussion meetings on a rota basis.
- Have responsibility for managing a caseload of Stage Two applications, making evidence-based recommendations by deadlines agreed for each trustee decision point.

- Provide clear briefing documents for staff and Volunteer Visitors (volunteer assessors located around the UK) to ensure that critical decision-making information is obtained at the visit.
- Plan for and undertake your own allocated visits to organisations, ensuring that questions and issues raised during the desk-based assessment are addressed at the visit, included in a clearly written report, and with an evidence-based recommendation.
- Prepare for and participate in Stage Two review meetings.
- Manage a portfolio of main grants (from set-up and agreeing outcomes, through progress monitoring and release of payments, to closure and capture of learning).
- Provide telephone advice to prospective applicants, and feedback to unsuccessful applicants.

2. Grant Making Learning and Improvement

- Undertake policy research, benchmarking work, and sector learning to develop knowledge of specialist area/s and portfolio.
- Collaborate with the Evaluation and Learning Team to undertake sector reviews on your specialist area/s, capture learning to improve grant making and identify strategic grant making opportunities.
- Take part in the assessment of, and lead on the implementation and management of, strategic grant/s programmes in your specialist area/s.
- Participate in, and actively contribute to project working groups.
- Collaborate with colleagues to identify and implement operational improvements as part of HSC's commitment to be a learning organisation.

4. Other (as required)

- Prepare for and participate in team, grant making, projects, staff meetings and working groups.
- Take part in the planning of, and attend, the HSC Annual Conference.
- Represent HSC at external events, seminars and conferences.
- Any other tasks as reasonably required.

**Grants Manager
Person Specification**

Requirement	Essential
Experience:	Experience of delivering and managing projects within the not-for-profit sector, or a portfolio of grants/contracts/SLAs
Knowledge:	Knowledge of a broad range of communities and the challenges facing those with multiple and complex needs
Skills & Competencies:	<p>Strong prioritisation skills and ability to manage own and others workload to meet deadlines</p> <p>Ability to make decisions and use own initiative</p> <p>Ability to work effectively and collaboratively with all colleagues throughout the organisation</p> <p>Ability to communicate clearly and concisely to different audiences</p> <p>Ability to chair meetings (online and in person)</p> <p>Ability to process and interpret complex information Experience of research, analysis and report writing</p> <p>Excellent organisational and IT skills, including using grant making databases/contract management database</p>
Personal Attributes:	<p>Self-motivated</p> <p>Ability to make decisions and use own initiative</p> <p>Desire to be helpful and find creative and effective solutions to problems</p> <p>Empathy and commitment to the values and objectives of The Henry Smith Charity</p> <p>Understanding of and commitment to Diversity, Equity and Inclusion</p> <p>Ability to travel around the UK to carry out Assessment and monitoring visits</p>

Other essential traits	Willingness and ability to work outside of normal office hours occasionally as required Willingness to work flexibly in response to changing organisational requirements and learn new skills
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