

Strategic Funding Lead Job Description

Overview	The post holder will develop, deliver and evaluate The Henry Smith Charity's (HSC) strategic grant making in collaboration with colleagues across the organisation including with the Grants and Grant Operations team, Management and Trustees.
Reporting to	Head of Learning and Evaluation
Internal	Key internal relationships will be with: <ol style="list-style-type: none">1. The Learning and Evaluation team2. Grants Managers who manage caseloads of grants in particular cause areas3. Grants Operation Team members when considering grant implementation4. Management and Trustees when presenting proposals and refining our approach to strategic grant making.
External	You will represent HSC at external events. You will develop a network of contacts across the grant making sector and areas we fund to support strategic grant making.
Salary	£47,000 - £50,000 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

Be responsible for the development, implementation and evaluation of HSC's strategic grant making. Working with colleagues and independently to:

1. Identify Funding Opportunities

- Keep up to date with the needs, context and issues for communities HSC supports
- Map opportunities for strategic grants aligning with HSC values and funding priorities
- Identify and develop a network of external contacts and partnerships to support our work.
- Work with Grants Managers on in-depth reviews of specific areas of our grant making. Reviews will draw on their knowledge and expertise as well as the latest data and evidence to identify strategic opportunities.

2. Develop Funding Programmes

- Responsibility for facilitating decision-making in line with HSC's strategic grants priorities and framework.
- Work collaboratively with colleagues to develop funding proposals for consideration by Trustees. This will include making a business case for each grant covering programme design, impact and scale potential.
- Be responsible for ensuring effective and consistent due diligence is carried out on potential partners.
- Ensure consistency of thinking and approach using HSC standard processes where possible.

3. Support Implementation

- Support Grants Managers with grant implementation including application processes, monitoring requirements, payment and review structures, data sharing and grants contracts.
- Engage with the Grants Operation Team to ensure effective use of our grant making systems.
- Be responsible for internal communications about strategic funding ensuring colleagues are informed and up to date.
- Support external communications about strategic funding as required.

4. Evaluate Strategic Funding

- Develop appropriate methods to regularly monitor and assess progress of individual grants
- Evaluate the strategic grant making programme as a whole.

5. Develop our Funding Approach

- Work with the Head of Learning and Evaluation and Trustees to refine our approach to strategic grant making over time and refine our strategic grants framework.
- Work closely with team colleagues to use learning from our work to improve our approach over time.
- Collaborate with Managers to support organisation planning and ensure strategic funding requirements are included.

6. Other (as required)

- Prepare for and participate in team, grant-making, projects, staff meetings and working groups.
- 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.
- Represent HSC at external events, seminars and conferences.
- Any other tasks as reasonably required.

**Strategic Funding Lead
Person Specification**

<p>Experience:</p>	<p>Experience of research and evaluation.</p> <p>Experience of working with senior leadership and /or Trustees.</p> <p>Experience of managing projects with multiple stakeholders</p> <p>Experience of grant or contract programme design and implementation</p>
<p>Knowledge:</p>	<p>Strong knowledge of the voluntary sector and grant making environment.</p> <p>Knowledge of a broad range of communities and the challenges facing those with multiple and complex needs</p> <p>Understanding and/or experience of performance and impact management, and formative and/or summative evaluation.</p>
<p>Skills & Competencies:</p>	<p>Strong ability to think strategically and critically around complex issue</p> <p>Able to take high level strategic concepts and put them into operation.</p> <p>Analytical and numerate, with the ability to analyse complex information and data</p> <p>Able to identify key insights from a range of data outputs and translate into clear communication</p> <p>Able to build productive, trust-based relationships internally and with external stakeholders</p> <p>Strong prioritisation skills and ability to manage own and others workload to meet deadlines</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 both online and offline</p> <p>Experience of research, analysis and report writing</p> <p>Excellent organisational and IT skills with a strong command of excel</p>
Personal Attributes:	<p>Self-motivated</p> <p>Good Communicator able to work collaboratively, bring people with you and build relationships</p> <p>Strong planning and time management</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	<p>Willingness and ability to work outside of normal office hours occasionally as required</p> <p>Willingness to work flexibly in response to changing organisational requirements and learn new skills</p>