

Job title	Impact Senior Manager		
Job family	Fundraising, Grants and Partnerships	Band	D

Job purpose
To lead a team managing the grant-making, management and policy activities within a defined nation, area/region or with a central, UK-wide remit. The role holder will take a leading role in the grant making communities and children and young people’s sector within their area building and developing strategic alliances with other respected charities to increase the local impact (both direct and broader impact) and effectiveness of BBC Children in Need’s (CiN) activities.

Key responsibilities and accountabilities
<ul style="list-style-type: none"> • To lead, direct and manage the staff team and the grant-making activities of BBC CiN across the designated area, nation or centrally, and as part of the wider Impact leadership team. • To actively engage with strategic planning activities, business planning and implementation. This includes leading implementation within your designated area or more broadly (including UK-wide) where requested or relevant. • To create and establish with senior colleagues quality operational standards, policy and levels of consistency in all aspects of BBC CiN’s grant-making and management activities across the UK, and to implement those across the designated team (region/nation). • To identify, build and develop key external strategic alliances to support to develop and enhance BBC CiN’s ability to deliver direct and broader impact. To include other funders and the children and young people’s sector. • To provide strategic oversight and support to your team, coordinating the network of expertise and support amongst staff, committees, assessors, the children and young people’s sector and the BBC. To help ensure cohesion, shared and embedded learning at local, regional, national and UK levels. • To contribute both strategically and through effective team management to the measurement of BBC CiN’s impact. To support the organisation’s ability to build insight and support influencing activities to help the achievement of strategic objectives. • To work with senior colleagues in ensuring continuous improvement and development in grant-making and grant management policy and practice. • To support, drive and lead the implementation of change across the directorate through effective collaboration, co-ordination and leadership across your designated area of responsibility. • To contribute to delivering simple, safe and effective solutions in the design and delivery of grant-making and management functions, with a focus on continuous

improvement, consistency, flexibility (e.g. to respond to the needs of different geographical areas across the UK) and embedded learning.

- To support or lead central change projects, relevant to or within the Impact Directorate.
- To support grant-making and management improvements by working with external organisations to share and capture best practice and learning. To include learning from the grant-making and non-grant-making sector.
- To work with the Head of Design and Delivery, COO and Insight directorates to provide relevant, accurate and timely performance management information about the charity’s grant-making and management activity for use by the Impact Directorate, Executive Team and Trustees.
- To act as an ambassador for BBC CiN, building and developing strategic alliances with the children and young people’s and funding sectors, to increase the local impact and effectiveness of BBC CiN’s activities.

To work flexibly to provide cover across the Impact Leadership Team and to support the Director of Impact in reporting to and working with the Impact Committee and Board of Trustees.

Knowledge, skills, training and experience

Essential

- Proven ability to work at strategic level.
- Excellent knowledge of the voluntary and community sector and/or the children and young people field.
- Outstanding communication, presentational and team working skills.
- Experience of communicating to a high standard with a wide range of stakeholders.

Desirable

- Strong experience and excellent understanding of grant-making at an operational and strategic level.
- Experience of working within the UK-wide or geographically dispersed context.

Competencies

Strategic thinking: Able to identify a vision along with the plans which need to be implemented to meet the end goal; evaluates situations, decisions, issues, etc, in the short, medium and longer-term.

Analytical thinking: Able to simplify complex problems, process projects into component parts, explore and evaluate them systematically. Able to identify causal relationships and construct frameworks, for problem solving and/or development.

Planning and organising: Able to think ahead in order to establish an effective and appropriate course of action for self and others. Prioritises and plans activities taking into account relevant issues and factors such as deadlines, staffing and resources requirements.

Resilience: Can maintain personal effectiveness by managing own emotions in the face of pressure, setbacks or when dealing with provocative situations. Can demonstrate an approach to work that is characterised by commitment and motivation.

Influencing and persuading: Able to present sound and well-reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.

Managing relationships: Able to build and maintain effective working relationships with a range of people; team working.

Decision making: Ready and able to take the initiative, originate action and be responsible for the consequences of the decisions made.

Leading creativity and innovation: Fosters imagination, creativity and experimentation, takes and promotes considered risks, celebrates creative successes and learns from failure, shows openness to alternative ways of doing things.

Using external thinking: Builds relationships with useful organisations and innovative thinkers, keeps up-to-date with developments in their field, responds to the demands of our commercial environment, accepts feedback and responds honestly to what our audiences and customers have to say, whether positive or not.

Collaborating across boundaries: Challenges systems, processes and people that block collaboration, connects people, ideas, processes and issues, sets an example by sharing resources, knowledge ideas and skills across the organisation, builds helpful productive relationships across the organisation.

Managing performance: Sets challenging team and individual objectives and trusts people to get on with them, shares clear expectations about required performance levels, rewards success and addresses performance issues quickly and fairly, treats team members with honesty, respect and compassion.

Developing talent and diversity: Coaches others to build on strengths and improve on weakness, gives and listens to regular, honest feedback, grows new leaders, recruits and develops talent from a diverse range of backgrounds, connects with people from all parts of society.

Job impact

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Other information

For Reward team use only

Job Code	
Definition:	Content / Content Support / Support

This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required

for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.

Appendix – Impact Senior Manager – South

There may be sub-sets of the generic job described above which require additional technical skills. This appendix to the generic job description can be developed to cover such situations.

Division	Impact Directorate, BBC Children in Need
Reports to (title)	Head of Impact, UK Portfolio
Location base	London or within South Impact Patch

Organisation structure	
<p>Working into the new Head of UK Portfolio, the primary purpose of this role is to provide senior leadership across the Children in Need South grant-making teams, leading and optimising all of BBC Children in Need’s grant-making and management within this geographic patch.</p>	

Additional job specific responsibilities and accountabilities	
<ul style="list-style-type: none"> • To provide strategic oversight and support to teams across the South patch, coordinating activity and supporting staff, Committees, Assessors, the children and young people’s sector and the BBC. • To help ensure cohesion, shared and embedded learning at local, regional, national and UK levels • To work with senior colleagues in ensuring continuous improvement and development in grant making and grant management policy and practice. • To contribute to delivering simple, safe and effective solutions in the design and delivery of grant-making and management functions, with a focus on continuous improvement, consistency, flexibility (e.g. to respond to the needs of different geographical areas across the UK) and embedded learning 	

Approval	
Manager	Fozia Irfan, Director Children and Young People
HR Business Partner	Jenny Wroe
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