

# Pilgrim Trust

## Grants Manager (two days a week – hybrid working)

### About the Pilgrim Trust

The Pilgrim Trust is an independent charitable trust founded in 1930 by Edward Harkness to support the urgent and future needs of the UK. Over the decades, we have supported a wide range of causes, adapting to the changing circumstances and needs in the UK. We give around £3 million in grants each year to charities and other public bodies that focus on preserving the UK's heritage or bringing about social change. Our aims are to improve the life chances of the most vulnerable and preserve the best of our past for the public to enjoy.

Our main programmes are:

- **Preservation & Conservation** - preserving and conserving significant historic buildings, structures, objects, works of art, collections and records.
- **Young Women's Mental Health** - supporting young women with their mental health by improving their access to high quality, gender and age informed services.

We also set aside a small pot of funding to support research, advocacy and development work in our areas of interest and where they might bring about systemic change, drive forward policy and practice or strengthen the sector.

You can find out more about our work on our website at [www.thepilgrimtrust.org.uk](http://www.thepilgrimtrust.org.uk).

The Pilgrim Trust distributes about £1.6m a year to support the preservation, conservation and repair of significant historic buildings and structures, and the conservation of cultural artefacts. We work both through our strategic partners and receive applications direct. Many of our applicants are small volunteer-led heritage organisations who might be taking on a capital project for the first time, and we often provide early-stage development support to help them progress their project and leverage in funding from others. We recognise that these organisations are often short of time and do not have the experience of applying for funding and therefore we seek to be supportive, helpful and approachable. We are pleased that a recent independent applicant and grantee perception survey found that to be the case.

We are seeking a part-time Grants Manager to work with the Director to help manage the **Preservation and Conservation programme**. We are a small team of six people. You will work alongside the Grants Manager for our Young Women's Mental Health programme, our Communications Manager, Finance Manager, and PA to the Director.

### Purpose and scope:

The Grants Manager will support the Director of the Trust in the management of its preservation and conservation grants programme.

**Key responsibilities/duties:**

End to end grant making including assessment of grant applications, portfolio management, undertaking due diligence, writing case papers for Trustees' consideration.

Communication with applicants and grant holders in order to understand their projects, seek further information, and keeping them up to date with the assessment timetable.

Ensuring that the grants database is kept fully up to date on the preservation and conservation programme.

Responsibility for post-trustee meeting follow-up work including the issuing of award letters and checking on the progress of grantees.

Working closely with the Director on monitoring and assessing the impact of our grants to inform learning, strategy and decision making. This may include data extraction and analysis.

Working with colleagues to help develop and improve our application and monitoring processes so as to improve the experience for applicants and grantees.

Working closely with the Communications Manager to pull out and share stories and learnings from completed projects and celebrate successful projects.

Contributes to effective team working by sharing information and skills and by supporting colleagues.

**Person specification**

- At least three years' experience of grant making in the heritage sector
- Good knowledge of the heritage sector's funding ecologies and policy environment.
- Good understanding of the needs, challenges and opportunities faced by small volunteer led heritage/community organisations
- Excellent attention to detail
- A professional and friendly manner
- Good experience of and confidence in using grant making databases and analysing data
- Excellent written and oral communication skills
- High level of spoken and written English
- Excellent IT skills (Microsoft Suite, SharePoint, Teams and Zoom) including a high level of competency in Excel
- Ability to prioritise and deliver high quality work with minimum supervision, working as part of a small, busy and collaborative team.
- Enthusiasm for the work of the Pilgrim Trust

**Outline Terms & Conditions Salary:**

£35,000 p.a. pro rata

Hours of work: Two days a week (14 hours) within office hours; occasional site visits

Location : Somerset House, Strand, London, WC2R 1LA with hybrid working options

Permanent Post

## **To apply**

Please submit your CV (up to 3 pages) and covering letter (up to two pages) to the Director of the Pilgrim Trust, Sue Bowers at [info@thepilgrimtrust.org.uk](mailto:info@thepilgrimtrust.org.uk), outlining how you meet the person specification and why you are a suitable candidate for the role.

If you would like an informal chat about what the role entails with Sue Bowers before submission of your application, please email [info@thepilgrimtrust.org.uk](mailto:info@thepilgrimtrust.org.uk) and we will arrange a time.

Applications must be received **by 5pm on Friday 5 April 2024**

Interviews will be held the week commencing **22 April 2024**

END