

**JOB SUMMARY AND PERSON SPECIFICATION**

**Job Title:** Grants Manager (GM)

**Reports to:** Head of Grants (HoG)

**Based at:** Help for Heroes (H4H), Tedworth House, Tidworth

|  |  |
| --- | --- |
| **Job Purpose** | To manage and support the Grant Giving Programme to Individuals and External Charities/Organisations, which contribute to the achievement of Help for Heroes’ strategic goals. |
|  |  |
| **Accountabilities** | * To support HoG in developing the Grant Giving Programme and longer term strategy * To deputise for HoG, while supporting the grants officers to use sound judgement and independently take decisions within established procedures |
|  |  |
| **Main Responsibilities** | * To process effectively and conduct due diligence of all external grant applications, to include all associated activities which may occur both pre and post-award * To be responsible for liaising, advising and negotiating with grant applicants on any aspects of their applications. * To collate feedback on grant applications and make recommendations for funding to the Grant Recovery Board. * To prepare the Grant Recovery Board papers and to deliver and represent HoG at the monthly Board meeting, as required. * Ensuring that recommendations to Trustees are in line with current grant making policies * To prepare grant agreements for HoG sign-off * To communicate with unsuccessful applicants in a sensitive manner giving reasons why their application has been unsuccessful. * Develop and manage strong relationships with key strategic Grant partners visiting projects and organisations as needed * To manage the maintenance of systems which allow the Charity to assess the impact and effectiveness of grants * To evaluate the management of grants and work with external system provider and IT to develop effective systems. * To prepare monthly statistics and produce reports on impact and effectiveness of the grant giving programme for Trustees. * To ensure informed communication of grant awards to PR&Comms Team for sharing with the Third Sector. * Budgetary approval of grants to individuals up to a £8000 and preparation of instructions to Purchase Ledger to pay awards to grant partners without limit in value. * To ensure that recommendations to Trustees of grants in excess of £50,000 are in line with current grant making policies. * To assist the HoG in developing priorities for grant making; * To research and prepare policy proposals and discussion papers for the Grants Committee and Trustees. * To monitor legislation, social and political trends, and other matters, as they relate to income poverty, social need, education, employability. * Other ad hoc duties as requested by HoG |
|  |  |
| **Essential Qualifications** | * Educated to degree level |
|  |  |
| **Essential Knowledge, Skills & Experience** | * Excellent report writing skills * Ability to summarise, prioritise and present information to varying audiences * Excellent communication and relationship skills * Excellent IT skills, including Word, Excel and Powerpoint * Excellent ability to gather stats and report meaningful information * Pro-active and uses own initiative with a determination to put the needs of the Wounded, Injured and Sick at the heart of the role * Ability to work well under pressure and willing to get stuck in, when necessary, to get the job done * An effective team player with excellent interpersonal skills * Experience of working in a busy, fast-paced environment, preferably within the third sector |
|  |  |
| **Desirable Knowledge, Skills & Experience** | * Knowledge of Welfare provision * Knowledge of other Grant Giving Programmes |
|  |  |
| **Key Competencies & Behaviours** | * Demonstrates the ability to build rapport quickly and to understand needs, wants and expectations * Displays a positive, empathetic, patient, polite and friendly manner * Manage challenging situations in a calm and appropriate manner * Ability to remain calm under pressure * Displays the highest levels of integrity, confidentiality and commitment * Respond quickly to changing demands and demonstrate strong skills in prioritisation and time management * Work within a range of environments and working cultures, adapting personal style accordingly * Lead and drive work forward with minimal direction * Well organised with the ability to prioritise * Attention to detail in all aspects of work * Demonstrates an ability to work as part of a team and be a flexible team player * Demonstrates self-motivation * Flexible re. hours of work |
| **Guiding Principles** | All elements of your delivery of the Job Description must encapsulate :  **Best In Class**  We must remain fresh, well-informed and innovative in our approach so that we can consistently develop best-in-class support services for our WIS and their families. We must invest in our staff as it is they who will make the difference.  **It’s about the blokes**  The WIS and their families must remain the focus of  everything we do  Support to families is as important as support to the WIS. We must maintain the personal touch and give the WIS and their families our personal attention.  **Can Do**  We must remain easy to access for our beneficiaries and easy to do business with for our partners and other H4H staff. We must remain a ‘can-do’ organisation that will find a single reason to make something happen, not 100 reasons to stop it. ‘Can, not can’t; will, not won’t; why not, not why. ’We must remain efficient and not bureaucratic.  **One Team**  Regardless of where you work or what you do in H4H, we must work as a team to deliver the best possible holistic support and services to our WIS and their families today and into the future, and to develop our services over time. We expect the highest standards of competence, commitment and personal conduct from H4H staff in their dealings with the WIS and their families, our partner organisations, and each other. |