



## THE ROYAL BRITISH LEGION

<b>Job Title</b>	<b>External Grants Manager</b>
<b>Reporting To</b>	<b>Head of Grants and Social Policy</b>
<b>Responsible For</b>	<b>External Grants Officer, External Grants Monitoring and Evaluation Officer</b>

### **Role Purpose:**

To manage the delivery and evaluation of the Legion's External Grants programme, the Irish Ex-Service Trust (IEST) committee, the Aged Veterans Fund Healthy Living Programme, and any other agreed project funding schemes governed by the Legion, at all times ensuring good value for charitable funds and strong and sustainable outcomes for funded organisations and, ultimately, the Armed Forces community.

### **Key Responsibilities:**

#### **Programme Management**

- Managing the External Grants team to ensure smooth and efficient running of the programmes under remit, to include staff supervision, support and appraisals.
- Ensuring that appropriate guidance is provided to applicant organisations at every stage of the External Grants (or other agreed funding scheme) process.
- Advising on policy and process underpinning the External Grants programme, including making recommendations for new strategic funding themes, application processes, and promotional materials.
- Oversee the management of the Aged Veterans Fund (£6.5m over 4 years) and the Irish Ex-Service Trust (IEST) to ensure that both programmes effectively deliver support and services to beneficiaries in line with established policy and criteria

#### **Service Delivery and Development**

- Managing the assessment of project funding applications submitted by organisations delivering services for the benefit of the Armed Forces community.
- Making informed recommendations for project funding to the Head of Grants & Social Policy and the Legion's Regional and National Grants Panels.
- Identifying opportunities to maximise efficiency and budgetary reach, including development and management of a programme to raise funds from Legion membership Branches and Counties for geographically-relevant project grants.
- Advising external organisations on the application processes, eligibility criteria and key funding criteria



- Representing the Legion at internal and external briefings and events.
- Designing and implementing new systems and frameworks for the effective management and processing of the Legion's grants programme(s).

### **Stakeholder Relationship Management**

- Ensuring that all funded organisations comply with Legion requirements, e.g. monitoring and evaluation reporting and appropriate PR acknowledgements.
- Ensuring that all funded organisations comply with all requirements as determined by relevant partnership agreements (e.g. the Ministry of Defence) and recommending and implementing remedial action in cases of non-compliance.
- Working with internal colleagues to manage a full schedule of project visits across England, Wales, Northern Ireland and the Republic of Ireland.
- Ensuring that all External Grants activities comply with Charitable Law.
- Liaising with the appropriate subject matter experts (e.g., National Lead Outreach) when putting forward recommendations for consideration to the Grants Panel(s).

### **Policy Development**

- Researching and monitoring best practice in the funding sector and identifying opportunities to increase the efficiency and quality of the Legion's grants programme(s) policies and processes.

### **Financial Reporting and Processing**

- Monitoring and reporting upon budgets to ensure that sufficient funds are made available at each meeting of the Regional and National Grants Panels.
- Authorising payments of up to £10,000 in accordance with established policy.
- Managing the timely disbursement of grant funding.

### **Communications / Administration**

- Providing support to the IEST chairperson and advisory committee, including managing administration and minuting for quarterly committee meetings.
- Preparing written correspondence as required and appropriate.
- Being responsible for own administration duties, including data-entry and filing.

### **Personal Development**



- Take personal responsibility for continuous professional development particularly in keeping up to date with changes in best practice in the funding sector

This job description reflects the current scope of duties and responsibilities of the role. The post holder may be asked, and is expected, to undertake any other duties commensurate to the grade of the post. As duties and responsibilities change and develop, this job description will be reviewed and may be subject to amendment.

## GENERAL

- To work in accordance with The Royal British Legion's shared values of **Service; Collaboration; Passion; Excellence; Valuing our people** which underpins the fundamental beliefs and qualities of who we are and what we do.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health & Safety at Work Act (1974) and relevant legislation, including reporting any health and safety hazard immediately you become aware of it.
- To work in accordance with the General Data Protection Regulations and Data Protection Act 2018.
- It is clear that due to the nature of the work of the Legion, the post holder may have access to material which is confidential. It is a condition of their contract of employment that they ensure that no confidential material is leaked from the department to unauthorised personnel.
- To implement the Equal Opportunities Policy into your daily activities. Royal British Legion is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. All employees are required to work in accordance with the Equality Act (2010).



**PERSON SPECIFICATION**

CRITERIA	ESSENTIAL / DESIRABLE	HOW TO BE MEASURED
<b>QUALIFICATIONS</b>		
Good standard of general education (GCSE or equivalent)	E	Application
<b>KNOWLEDGE &amp; EXPERIENCE</b>		
Demonstrable experience as an outcomes based service commissioner or voluntary sector project grant maker	E	Application/Interview
Experience of working with funding committees and / or trustee boards	E	Application/Interview
Experience of ensuring compliance from service providers or project grantees	E	Application/Interview
Experience of budget analysis	E	Application/Interview
Experience of managing staff	D	Application/Interview
Experience of drafting policies / procedures	D	Application
Experience of reviewing grant applications and providing strong, reasoned recommendations for or against funding	E	Application/Interview
Ability to develop and maintain effective working relations with volunteers, ex Service and other charitable organisations and government agencies	E	Application/Interview
Previous experience of working in the voluntary, public or Armed Forces sectors	E	Application
Knowledge of charitable law with regards to project grant making activities	E	Application
Ability to interpret complex information and compose effective written communications and reporting to management	E	Application/Interview



Experience in managing internal and external stakeholder relationships, with funders and senior staff within partner organisations	D	Application/Interview
Experience of ensuring partner compliance with grant agreements and statutory requirements	D	Application/Interview
Experience of designing and implementing assessment, monitoring and evaluation systems / processes	D	Application/Interview
Working knowledge of the Armed Forces community and UK veterans agencies	D	Application
Experience of providing project or capacity building advice to organisations	D	Application/Interview
<b>SHARED VALUES AND BEHAVIOURS</b>		
<p><b>Service</b> We support and serve. We are compassionate. We provide great customer care to all the people who come into contact with us. We are accountable and act with integrity.</p> <p><b>Collaboration</b> We value working together and with partners to achieve shared goals. Through strong communication and support, we build trust with each other and treat everyone with respect and honesty.</p> <p><b>Passion</b> We are passionate about our role and contribution. With a positive outlook we are resilient and committed to our work.</p> <p><b>Excellence</b> We strive to be the best we can. We are effective and efficient. We are bold. We are open to new ideas and approaches, challenge each constructively and are willing to learn.</p> <p><b>Valuing our People</b> We support, encourage and provide opportunities for all our people – ensuring we recognise and value everyone’s contribution.</p>		<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
<b>SKILLS &amp; ATTRIBUTES</b>		
Excellent IT Skills including being a skilled user of MS Office and familiarity with in house database systems	E	Application / Interview



Effective written and verbal communications skills	E	Application / Interview
Empathy with mission, objectives and values of TRBL	E	Application / Interview
Strong team player, able to work effectively with diverse client groups	E	Interview
Must be flexible and ready to adapt to changing demands.	E	Application / Interview