**Grants Manager (fixed term)**

**Summary of role:**

Responsible for all aspects of grant management for one or more programmes within the team’s portfolio of funds, including developing relationships with grant holders and creating the context for learning and knowledge sharing from individual projects and from funding programmes.

With the Strategic Grants Manager, responsible for management and monitoring of designated large grants and funding programmes.

Salary £33,000-£42,000 depending on experience

**Main duties:**

* Manage all aspects of grant making for specific programmes, including developing relationships with key grant holders, exercising judgement about where variances, changes or problems can be agreed or need further consideration or authorisation to ensure deliverables are achieved.
* Undertake all aspects of grant making for designated grants within the team’s portfolio of funds from answering queries, assessing, preparing for decision making through to all stages of monitoring and ensuring reporting is complete.
* Develop and undertake regular reporting to Trustees on project and programme progress, identifying risks and best practice
* Contribute to the development of all aspects of new funding programmes and to the creation of application, assessment and post-award management materials.
* Make public presentations on behalf of the Trust.
* With colleagues, ensure that all data held in respect to grants and grant holding organisations is well managed.
* Continually review procedures and systems and recommend improvements to contribute to the team’s efficiency and effectiveness and provide a quality service to stakeholders.
* Initiate ideas and collaborate with colleagues to undertake appropriate work to promote the Trust, build relationships with a range of stakeholders and pursue ways to add value to the Trust’s grant making.
* Contribute to the Trust’s development by being alert to, and developing a good understanding of, relevant issues relating to the Covenant, the voluntary sector and grant making.
* Manage own workloads and collaborate with colleagues on shared tasks and projects, to ensure milestones and targets are met.
* Any other duties as reasonably expected.

**Person specification**

Essential:

* At least 3 years’ experience of grant making in a not-for-profit or public sector environment.
* Proven success in managing grant programmes from design to delivery and evaluation of impact.
* An excellent understanding of the voluntary sector and sufficient knowledge about issues such as charity governance and finance to assess funding applications and consider project viability.
* Some experience of, and understanding about, working with the statutory sector, such as central and local government, the NHS, education bodies or others on joint programmes, in partnership or shared delivery.
* Extensive experience of preparing and presenting financial and written reports to colleagues and seniors.
* Ability to use judgement in analysing written and financial information.
* Excellent MS Office skills (Word, Excel, Powerpoint) and experience of using databases.
* Excellent organisational and administrative skills.
* Ability to multi-task, work in a dynamic environment and remain calm under pressure.
* Ability to deal with sensitive and/or confidential information.
* Excellent written and verbal communication skills.
* Ability to work independently as well as in a team.

Desirable:

* Working knowledge of grant management systems – ideally BBGM (formerly known as GIFTS).
* Experience of working for a charity.
* Evidence of interest in and commitment to the work of the Trust.
* Personal knowledge or experience of the Armed Forces community.