

**Job Description**

**Job Title:** Head of Grants

**Reporting to:** Impact Director

**Purpose of Role:**  To manage an annual grant funding programme which delivers on the charity’s Thrive strategy.

**Responsible for:** The post holder is responsible for managing the annual grant funding programme and grant management cycle to achieve strategic outcomes for seafarers identified within the Thrive strategy.

The post holder has the following resource management responsibilities:

* Line management of the 2027 Impact Associate (1 FTE) and Impact Officer (0.4 FTE).
* Allocation of the annual £2.2m grants budget to achieve the greatest impact.
* Relationship management of funded delivery partners.

**Main Responsibilities:**

* Responsible for managing the charity’s grant-making cycle and its policy and procedures in accordance with the Royal Charter, charitable law and grant-making best practice. This includes advising potential applicants, reviewing and recommending grant applications for Trustees’ consideration, ensuring accurate notification of outcome and timely payment as well as leading the monitoring and evaluation of grant awards.
* Ensure that the charity’s processes and procedures for applicants are clear, accessible and regularly reviewed. This includes the grant guidelines and grant-making principles, terms and conditions of grant awards, as well as website information about our grant programmes.
* Advise potential applicants on eligibility, interpretation of guidelines and support submission of their applications.
* Assess and manage grant applications including visiting, seeking additional information and advice from others where appropriate.
* Prepare and recommend grant applications for review and decision-making by the Impact Committee.
* Update records of grant outcomes and any specific terms and conditions related to payment.
* Ensure that all decisions are communicated to applicants in a timely manner, giving feedback where necessary.
* Lead and manage the ongoing monitoring and evaluation of grant awards. This includes management of the reporting process, managing the survey process, requesting submission of reports, analysing results and reporting trends to Trustees.
* Develop an ongoing record of statistics and trend analysis relating to grant awards.
* Support communications about grant awards and impact of our grant making both internally and externally. This includes writing case studies and publishing 360 degree data.
* Remain aware of key issues within the maritime community and relevant developments in the voluntary sector and wider environment (legislation, social and political trends, welfare, social need, education and training etc.).
* Build and maintain productive relationships with colleagues, delivery partners and other funders of maritime safety and welfare initiatives.

**General:**

* To be actively aware of own personal development needs and undertake any relevant training.
* To build and maintain productive relationships with colleagues and contribute positively to staff meetings.
* To undertake any other duties in support of the charity’s business as may be reasonably required.
* To be a positive and active member of the team working with and supporting colleagues in helping the organisation achieve its aims.

**Person Specification**

Requirements listed below are representative of the knowledge, skills and/or ability required.

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| **Essential**  | **Desirable**  |
| **Knowledge & Experience**  |
| Previous work experience in a charity or not for profit   | Knowledge of good governance in charity or non-profit management  |
| Previous experience as a grant funder    | Experience in funding organisations core costs  |
| Experience of monitoring and evaluation frameworks  | Awareness of qualitative and quantitative social research methods  |
| Experience of database systems  | Experience of grants management software  packages  |
| Experience of staff management   | Knowledge of volunteer management   |
| Awareness of welfare issues in maritime and / or UK fishing industries  | Understanding of current issues impacting maritime and / or fishing industries   |
| **Education, Qualifications & Training**  |
|  | Professional qualification in grant-making  |
| **Skills & Abilities**  |
| Understanding of charity law and accounting  | Strong analytical skills with an ability to interpret objective and subjective information and make unbiased judgements.   |
| Able to analysis and communicate a large amount of information in a simple manner   | Keen eye for detail but also able to see the bigger picture  |
| Financially and statistically numerate  | Ability to present statistical information in a compelling manner  |
| Track record of collaboratively working  | Experience of leading working groups   |
| Proficient user of excel and able to present complex data in a range of visually compelling formats  | Ability to create pivot and look up tables   |
| Well-organised and able to prioritise to manage a busy and varied workload  | Ability to adapt to fluctuating and unscheduled tasks and work to set deadlines.  |
| Strong written and verbal communication skills   | Communication skills are adaptable to a variety of formats and audiences   |
| Competent users of Office 365 products  |   |
| Strong stakeholder and relationship management skills  |   |
| **Personal Qualities**  |   |
| Innovative and creative   | Ability to spot gaps and develop opportunities  |
| Approachable and adaptable  | Supportive of colleagues  |
| Positive attitude  | A willingness to take forward personal development opportunities  |
| Strong work ethic with ability to get things done  |    |
| An understanding of accepted working principles, including Health and Safety, Equal Opportunities and GDPR restrictions.   |  |