

RNRMC Job Description

Job title		Responsible to
Grants Commissioning Manager (Portsmouth)		Head of Commissioned Grants
Department	Post Number	Date Reviewed
Grants	1101	14/04/2025

About the Royal Navy & Royal Marines Charity

RNRMC is the Navy's principal charity which exists to support every sailor, marine and their families, for life. We do this by offering grants to and working with, other organisations to deliver programmes that meet the needs of our beneficiaries. We work hard, engaging with supporters to help raise awareness and funds to deliver the outcomes required for today and tomorrow.

RNRMC Values

In all your dealings, you will be expected to abide by the Values of the charity and act as a role model both internally and externally. The RNRMC Values are:

Beneficiary focused	We will use the best evidence available to achieve maximum impact on the lives and morale of those who serve today, or who have ever served, and their families.
Integrity	We will act with honesty and transparency in all our activities.
Commitment	We will demonstrate the highest ambition and commitment for our cause
Inclusiveness	We will recognise and celebrate diversity in the sector
Teamwork	We will always behave in a way that strengthens the sector

Job Summary

The Commissioning Manager will support the Head of Commissioned Grants with all elements of the commissioning cycle including understanding need, designing projects, performance management of delivery and reporting of impact as well as providing and developing commissioning and project support, in line with the RNRMC's commissioning and partnership funding model. The role will work with internal and external stakeholders regarding the performance of grants programmes to ensure quality, evidenced outputs, and value for money of projects.

In addition, you may be asked to line manage team members, taking responsibility for actively and proactively supporting them to achieve in their post.

You will be an experienced commissioning manager with excellent interpersonal skills. You will be diplomatic and approachable with a strong ability to communicate verbally and in writing. You will possess excellent problem-solving skills and judgement alongside a meticulous, accurate and disciplined approach to work. You will demonstrate good organisational skills and be able to prioritise a varied and busy workload and deliver to deadlines.

You will have strong people management skills and experience in working with a wide range of stakeholders and will inspire confidence, provide credible leadership, build and maintain relationships plus motivate and drive towards delivery of change at pace.

You will be self-motivated and enthusiastic, be able to think strategically to resolve problems and make recommendations and present options for approval.

The RNRMC operates a hybrid working framework involving the opportunity to work from home and in the RNRMC offices. There will be a small number of roles where employees will be required to work only from our offices, but typically the majority of employees will be able to work remotely on average 40% of their working week. All employees are welcome to use our office for their whole working week if that is their preference.

Responsibilities and Duties

Programme Management

- Support the Head of Commissioned Grants and Director of Relationships and Funding to develop cohesive grant giving programmes, developing priorities of funding and a suitable mechanism for delivery in accordance with RNRMC grant making values.
- Work collaboratively with Grants Department to ensure commissioning plans for each programme are developed, monitored, reviewed, and updated.
- Work with Head of Commissioned Grants and Director of Relationships and Funding to implement plans for beneficiary engagement (co-production) as key part of commissioning cycle where appropriate.
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- Ensure the principles of the funding and outcomes framework are upheld against identified need and published outcomes.
- On behalf of EXEC define and monitor project budgets for allocated programmes including contingency, stage payments and adhere to financial regulations and processes.
- Development and delivery of allocated programmes or projects to address identified gaps.
- Support the identification and establishment of KPI's for projects and programmes as required.
- Assist in providing information and guidance for the writing of external grant applications and bids to other funders, along with monitoring returns.
- Work with the Comms team to plan articles, and media coverage around programme work.

Management

- Manage a portfolio of grant awards, projects and programmes on a day-to-day basis.
- Line management of other roles within the team, as required.
- Managing programme and project budgets.
- Manage external funds and Grant awards, as required.

Grant Management

- Deliver grants through our Grant Management System (Blackbaud).
- Support the RNRMCs strategy to focus on beneficiary need and impact through the delivery of GMS and Utilisation of IT Tools.

- On behalf of EXEC ensure good governance and risk management complies with RNRMC Policy and procedures.
- Prepare and score applications, presenting recommendations to Grants Panels and Trustees as required.
- Ensure that funding recommendations to Grants Panels and Trustees are in line with current grant making policies and commissioning plans.
- Ensure funds are being spent in accordance with funding agreements.
- Identify projects for corporate and major donor funding, ensure transparency and compliance with fundraising and grant making regulation.
- Make grant payments as required.
- Other general management and administrative tasks in support of the delivery of the Funding Model.

Grants Awarded

- Implement process to enable reviewing of monitoring returns for pathway and programme funded to inform end of year outcomes report.
- Assist in the collection, review and analysis of reports from organisations to ensure impact.
- Assist Head of Commissioned Grants and Director of Relationships and Funding with the design and production of the RNRMC's annual outcomes and end of year reports.
- Work to improve grants reporting and needs analysis to inform future grant making and make a real difference.
- Analyse and report monitoring trends to establish existing and emerging needs.
- Report to external funders.

Other

- Act as a champion, displaying model conduct, behaviours and professionalism in accordance with our Aims, Values and Culture.
- Be a brand ambassador for the Royal Navy and Royal Marines Charity and be able to 'sell' and support the charity to external audiences.
- Rigorously follow organisational Safeguarding, Risk Management and Health and Safety policy and procedures.
- Support the RNRMC in seeking ways to continuously improve.

Line Manager

- As a line manager, ensure behaviour and practices are excellent to be a role model and beyond reproach by staff.
- Ensure the efficient and effective management of areas of responsibility so that work of others is facilitated.
- Actively and positively line manage those that report into you to be effective in their role and ensuring their work practices are in accordance with RNRMC values and ethos.
- Monitor the performance of your direct reports, working in a proactive manner, and, in conjunction with the Head of Commissioned Grants and HR, manage and support staff to achieve and maintain standards of performance, attendance, and conduct.
- Complete Professional Development Reviews (PDRs) for your direct reports, agreeing annual objectives and targets and ensuring regular reviews take place.
- Ensure your direct reports are supported in their career development, providing access to training and development opportunities as appropriate.

- Ensure direct reports are familiar with the department and charity policies, development plans and resources.
- Be a recruiting manager for the roles you line manage, taking responsibility for recruitment and selection of new member(s) of the team in conjunction with the Head of Commissioned Grants and HR, and in accordance with RNRMC recruitment policies.
- Ensure that newly appointed staff have a thorough and appropriate induction and are familiar with all aspects of the department resources, policies, and procedures and are supported in their roles.
- Complete probation reviews in a timely manner and in accordance with the probation procedure.

Team

- Adopt an 'in it together' team attitude, taking personal responsibility for fostering good working relationships amongst colleagues within the department and across the charity and working in a collegiate manner.
- Support the department in inducting new staff members and in developing colleagues.
- Support the department in seeking ways to continuously improve.

Self-Development

- Take responsibility for your own professional development, seeking advice from others for career-based matters.
- Support others with their professional development and be proactive in giving feedback to colleagues in relation to the aspects of their work that relate to your areas of responsibility.
- Fully participate in the annual Professional Development Review process and one to ones as required.
- Attend training sessions as and when required to ensure compliance with Health & Safety, Safeguarding, RNRMC Policies and procedures or other training programmes as directed.

This description is not intended to establish a total definition of the job, only an outline of the duties involved. You will be expected to carry out any other duties commensurate with the level of the post and which may reasonably be required by the Charity.

RNRMC may amend an employee's duties and responsibilities from time to time and may require you to undertake other duties and responsibilities as are necessary to meet the needs of the Charity.

Person Specification Evaluation Key: APP = Application AR = Application Review SA = Skills Assessment IV = Interview			
Ed	How Evaluated	Essential	Desirable
Education & Professional Qualifications			
Educated to Degree level or equivalent	APP	✓	
Qualification in Project Management or qualified through equivalent significant experience	APP	✓	
Experience			
Comprehensive relevant commissioning knowledge and experience from the statutory or third sector	APP	✓	
Previous supervisory / team leading / line management experience of a small team	APP	✓	
Successful Project Management Experience	APP	✓	
Proven experience & competence of working with budgets, funding, and reporting	APP	✓	
Experience & evidence of planning and delivering programmes, projects, and services on time.	APP	✓	
Experience in using CRMs, fiscal management and database applications	AR / IV	✓	
Experience in applying for funding and reporting on project delivery and outcomes	AR / IV	✓	
Skills and experience in building stakeholder relationships in a context where interests will not always be aligned	IV	✓	
Knowledge			
Computer literate; proficient in using Microsoft Outlook 365 suite of tools: TEAMS, Word, PowerPoint, Excel	APP/SA	✓	
Knowledge of the charity of military sector	APP	✓	
Knowledge of current trends in, statutory or third sector commissioning	AR / IV	✓	
Skills and Aptitudes			
Understanding and empathy for the Royal Navy, Royal Marines and Charity Sector	APP/AR/IV	✓	
Models the key aspects of our culture including integrity, respect, being collegiate, awareness	APP/AR/IV	✓	
Self-motivated with ability to use initiative and make decisions within own area of responsibility	AR/IV	✓	
Ability to prioritise, manage a busy workload and multitask whilst managing to meet deadlines	IV/SA	✓	
Ability to analyse and review complex commissioning information, facts, and applications	IV/SA	✓	
Ability to manage complex projects of work with multiple stakeholders, which sometimes require the formulation and adjustment of plans or strategies.	AR / IV	✓	
Ability to produce written project briefs and reports with supporting analysis to support the corporate decision-making functions.	AR / IV	✓	
Ability to think creatively	AR / IV	✓	
Report writing and presenting skills	APP / IV	✓	
Ability to work collaboratively with others and effectively as a team	AR/IV	✓	
Demonstrates patience and the ability to remain calm even in a challenging situation	IV	✓	
Demonstrates good interpersonal skills and the ability to communicate across a range of organisational and cultural boundaries.	APP/AR/IV	✓	
Possesses tact and discretion	IV	✓	
Demonstrates the ability to work with high levels of confidentiality	IV	✓	
Is flexible and adaptable to the demands of the role	AR/IV	✓	
Ability to work on own initiative and with minimum supervision	IV	✓	
Demonstrates high levels of accuracy and attention to detail	SA	✓	
Possess the right to work in the UK	APP	✓	

Outline of Main Terms, Conditions & Benefits

Job Title	Grants Commissioning Manager (Portsmouth)
Post Number	1101
Employee Name	Vacancy
Issue Date	15/04/2025
Start Date	From 01/06/2025
Location	Building 37, HMS EXCELLENT, Whale Island, Portsmouth, PO2 8ER

Contract Details

Appointment Type **Permanent – Full Time**

Holiday Rule **Rule Number 1**

Contract **C1**

Probationary Period

For new starters 6 months. Reviews will be held at 1 month, 2 months and 4 months, with a final review held at 6 months.

End of Probation **On / around 6 months from start date**

Notice

Both employer and employee may terminate the appointment by giving the other not less than one month's notice in writing.

Remuneration

Annual Salary Range **£38,000 to £45,000**

Hourly Rate **£20.8791 to £24.7252**

Pay Method

Salary will be paid in 12 equal monthly instalments by BACS transfer into the nominated bank or building society account on or around the 21st of the month.

Hours of Work

09:00am to 5:00pm, Monday to Friday, which is equivalent to 35 hours per week excluding an unpaid break of 1 hour per day.

Hybrid working is offered 60/40, with designated in-office team days.

This may be subject to change according to operational needs.

Weekly Work Pattern

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Total
Start Time	09:00	09:00	09:00	09:00	09:00			
AM Break								
Lunch	1 hour	1 hour	1 hour	1 hour	1 hour			
PM Break								
Finish	17:00	17:00	17:00	17:00	17:00			
Total hrs	7	7	7	7	7			35

FTE **1.00**

A certain degree of flexibility of hours is required for cover and to meet the operational requirements of the charity. Due to the nature of your position with the RNRMC you may be asked to work any additional hours that are reasonably required to fulfil the responsibilities of your job.

Overtime

A certain degree of flexibility of hours is required for cover and to meet the operational requirements of the department. Due to the nature of your position with the RNRMC you may be asked to work any additional hours that are reasonably required to fulfil the responsibilities of your job without additional remuneration.

Holiday Entitlement per Annum

The RNRMC holiday year runs from 1 January to 31 December. The annual holiday entitlement is 6 working weeks in every full holiday year (which equates to 30 days if you work a 5-day week).

In addition to the above, you are entitled to the recognised bank and public holidays in every full holiday year. Bank and public holidays for part-time employees are calculated on a pro-rata basis

The RNRMC traditionally closes the offices between Christmas and New Year and up to 4 days of your annual entitlement will be reserved / automatically assigned by RNRMC each year to cover this period of closure.

Other

Driving Licence

A driving licence is required of the role to support business activities. A pool car is available.

Absence

If you are absent from work, in addition to Statutory Sick Pay (SSP), which is included in any sickness payments made to you by the Charity, the RNRMC operates a discretionary Charity Sick Pay Scheme, which differentiates between short and long-term absence.

Pension Scheme

In accordance with the Pensions Regulations 2013, eligible job holders will be automatically enrolled into the Occupational Pension Scheme with Standard Life

Medical

The post holder will be required to complete a medical declaration at the start of employment and, should the RNRMC require it, undergo a medical examination during their probation period by an Occupational Health Practitioner at RNRMC's expense.

Other Employment

The individual is not permitted to undertake any work outside of RNRMC without prior consent from the RNRMC; all requests should be submitted to HR in the first instance who will seek the relevant approvals from the CEO.

Security Vetting

Due to the RNRMC being located on Ministry of Defence property you will be required to undertake Ministry of Defence Security Vetting. Your employment with the RNRMC, and continued employment, is strictly conditional upon the receipt of a satisfactory security clearance which is reviewed every 5 years.

Discretionary Non-contractual Benefits

Free on-site parking

Hybrid working - 60% in office and 40% home working

Cycle to Work Scheme

Free Access to HMS Excellent Fitness Centre

Employee Assistance Programme through Health Assured

Life Assurance (after one year's qualifying service)

Private Healthcare Scheme (after one year's qualifying period)

Standard Life Non-contributory Pension Scheme (7% contribution after 3 months qualifying period)

Enhanced Maternity Leave Package (after 2 year's qualifying period)

3 months Sabbatical Leave - unpaid (after 5 year's qualifying period)