



## Application Pack

### Funding Relationship Manager

We want our application process to be right for you as an individual. If there's anything we can do to make the process below more straightforward for you, please email [recruitment@barnwoodtrust.org](mailto:recruitment@barnwoodtrust.org) and we will contact you to discuss what support we may be able to provide.

Our careers page on our [website](#) has some examples of things we may be able to put in place.

#### We are recruiting for:

- Full Time (37.5 hrs per week) (12 month Fixed-term Contract)

#### The application pack consists of the following:

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#### After reading this pack, you will need to complete our online application form:

- Answer the 3-role specific competency-based questions.
- Provide your personal details, work history and experience.
- Please consider completing our equal opportunity monitoring section. Your equal opportunities information is separated from your application at source and is not seen by the recruiting manager.
- **Deadline for applications: 12.00 noon on Friday 4<sup>th</sup> October 2024**
- **First interviews: Monday 14<sup>th</sup> and Wednesday 16<sup>th</sup> October 2024**
- **Second stage interviews: Tuesday 22<sup>nd</sup> October 2024**



## Barnwood Trust

Barnwood is an independent charitable Trust. We get millions of pounds of funding out into the county every year. But money is only part of the story.

We join with the people, communities and organisations in Gloucestershire's disability and mental health movement – creating change so that disabled people and people with mental health conditions have choice of opportunities, access their rights, and are included where they live.

What do we do? We investigate the long-term, complex issues and barriers faced by disabled people and people with mental health conditions. We share research, develop projects, and run campaigns to influence the change that's needed. We partner with local organisations, involve people with lived experience directly in our work, and look for better ways to fund.

Barnwood Trust was set up over 200 years ago. Today, we are not your typical funder, and we don't work in isolation. Learning and collaboration run through everything we do. We bring people together for a different conversation and explore big ideas.

We listen and add clout where we can, to help make changes happen – building belonging and making a difference in the life of the county.

We are a mixed team of staff and Trustees at Barnwood with lived experiences of disability, mental health and neurodivergent conditions, and passionate allies in the disability and mental health movement.

## Our Values

### Focused



Disabled people and people with mental health conditions across Gloucestershire are at the heart of everything we do

### Inclusive



Connecting and collaborating with openness and honesty, we ensure all voices are respected, heard and valued

### Bold



In the face of change and uncertainty we are flexible and confident in finding ways forward

### Forward Thinking



Using our independence, we explore long-term solutions to everyday challenges

## Terms and Conditions



### **Full Time (12-month Fixed Term Contract)**

- We welcome applications from people looking for full-time hours (37.5hrs per week).
- We offer a flexible start between 8am and 9.30am Monday to Friday
- The role is contracted to work at our offices in Overton, Cheltenham. On occasion this role will require you to visit organisations that we fund across the county.
- Salary £35,356
  
- 36 days holiday inc. bank holidays per annum.
- Life Assurance (3 x Salary)
- Pension Contributions
- Employee Assistance Programme

Due to the nature of its duties, this position is predominantly based in our office in central Cheltenham with only occasional and irregular opportunities for home working.

Barnwood Trust is committed to safeguarding and promoting the welfare of disabled people and people with mental health conditions and expects all employees to share this commitment.

All offers of employment are subject to several employment reference checks and a basic DBS check provided by the Trust.



## Job Description

### Purpose

Our team of Funding Relationship Managers are responsible for awarding, distributing, and evaluating the impact of our funding to Gloucestershire based organisations. The team provide supportive and reciprocal learning and evaluation relationships with organisations enabling us to constantly improve our grant-making processes and social change mechanisms.

### About the role

#### Managing and processing grants to organisations and groups

- Process Funded Partner and Themed Funding grants to organisations and groups, ensuring that information is stored and monitored routinely, and that grant payments and annual instalments are authorised and paid in a timely manner.
- Liaise with the [Gloucestershire Funders](#) Coordinator to efficiently manage Small Grants that may be considered for funding and managed within the Funding Relationship Manager portfolio.
- Respond to enquiries from prospective grant applicants, referrers, organisations, and other connected parties in an appropriate manner, showing consideration and patience for callers who may have communication or learning challenges.
- Maintain clear, consistent, and up-to-date records on internal databases.
- Support prospective applicant organisations and groups to apply to Barnwood Trust, providing appropriate support and advice to applicants and aligning with the Trust's values and funding principles.
- Manage a portfolio of organisational grants, providing support where needed, and maintain a supportive monitoring, evaluation, and learning relationship over the life of a grant.
- Contribute to the development of best practice in organisation and group funding processes, contributing intelligence and data to discussions about decision making and policy creation.
- Contribute statistics and data to reports and presentations as required by the Head of Funding.



- Share statistics, stories of impact, and updates to the organisation and group grants to the wider Barnwood Trust team. Assist all Trust employees in understanding the funding policy and decisions that have been applied to awards.

### **Evaluation, learning and relationship management.**

- Oversee the monitoring and evaluation of your portfolio of funded organisations, ensuring data and key learning is submitted to Barnwood on time and supporting organisations to collect and collate this.
- Support funded organisations to measure the impact of their work in accessible and inclusive ways, drawing on your own expertise and that of the wider Funding Team.
- Share intelligence and learning with the wider funding team at regular meetings, and work with colleagues to connect funded organisations in the county delivering similar work.
- Through monitoring, evaluation, and relationships with your portfolio, identify learning themes and capacity gaps in organisations in the county.
- Regularly report emerging trends and learning to the Senior Funding Relationships Manager and contribute this intelligence to the development of change themes.
- Support the Senior Funding Relationships Manager and the Funding Policy and Evaluation Manager to publish impact data and learning from organisation and group funding on Barnwood's website and social media channels.

## Person specification:



### **Commitment to disabled people and people with mental health conditions**

- Passionate about making a positive difference to the lives of disabled people and people with mental health conditions.

### **Essential Knowledge and Experience:**

- Proven experience of building and managing ongoing relationships with funded organisations. (Essential)
- Knowledge of the VCS sector, and an understanding of the challenges faced by delivery organisations. (Essential)
- Ability to work with and analyse data. (Essential)
  
- Proven experience of supporting organisations to apply for funding. (desirable)

### **Skills**

- Exceptional interpersonal skills.
- Strong written and verbal communications skills that engage a wide range of audiences and which champion accessible communication.
- Ability to prioritise own workload, set objectives and meet deadlines. Exceptional time management with the ability to be flexible during busy periods while still meeting responsibilities.
- Exceptional relationship-building skills, involving diverse groups and a range of professionals.
- Strong listening skills.
- Strong self-awareness, enabling the establishment and maintenance of excellent working relationships with a wide range of people (both internally and externally) using tact, diplomacy, and sensitivity
- Strong IT skills (demonstrable proficiency in using MS Outlook, Word, Excel, PowerPoint, WhatsApp, Teams and Zoom) with the ability to learn and navigate new systems quickly and efficiently.
- Creativity, flexibility, and adaptability
- Access to transport



## **Education and training**

Specialist training relevant to disability and mental health conditions, including safeguarding, specialist communications or cultural awareness is welcomed for this role.

## **Work ethic and approach**

- Passionate about, and committed to, open, equitable and trusting funding practice.
- A positive attitude and an ability to generate goodwill and build relationships with collaborators and colleagues
- Ability to manage parallel tasks, prioritise work, cope with the unpredictable and manage time effectively to meet internal and external deadlines
- Displays the utmost integrity and an ability to hold and respect confidential and sensitive information
- Dependable and resilient
- Commitment to working as part of a team
- Self-motivated, resourceful, and proactive in taking initiative
- Concern for, and commitment to, delivering high quality work



### Guaranteed Interviews

In the person specification we describe some 'essential knowledge skills or experience' (a few things we really need the person applying to be able to do). If you have a disability (this includes mental health or long-term health conditions) and have these essential skills or experiences, we will guarantee you an interview\*.

To be invited to interview or assessment in this way, you must detail in the answers to our 'Competency Questions' document how you meet the essential criteria for the role and then check the box next to the question asking if you would like your application to be considered for this.

A request under the guaranteed interview scheme does not guarantee an applicant a job. At interview, the best candidate will be offered the role. If you are invited to interview you will receive your invite and we'll ask you about any reasonable adjustments that you may need.

\*Please note that if a large number of disabled people apply it may not be possible to interview everyone, in which case those who best meet the essential criteria will be invited to interview.

### How to apply

On our website, click on Apply Now to be taken to the online application form. The online application form has 3 main sections for you to complete:

1. The form will ask you to answer 3 role specific competency-based questions. It is only your answers to these 3 questions that will initially be shown to the hiring manager to shortlist applicants for interview so please answer these questions fully.
2. The form will also ask you to complete a basic application form including your personal details, work history and experience. This section will not be shared with the recruiting manager until after shortlisting and will be held by the recruitment team.
3. Finally, the form will ask you to complete an equal opportunity monitoring section. Your equal opportunities



information is separated from your application at source and is not seen by the recruiting manager.



Equal Opportunities questions help us to monitor the effectiveness of our Equal Opportunities policy by gaining a picture of all those applying for and obtaining jobs with the Trust. The Equality Act 2010 protects people from discrimination and promotes equality based on a number of 'protected characteristics'. We ask for information on your 'protected characteristics' to help us monitor our performance on equality.

### **Completing the form**

You may wish to complete your application in stages. To do this, use the 'save and continue later' function at the bottom of a page in the application. The form will ask you for an email address and will email you a link to the completed section of form so you can go back to it later even if you close your web browser.

Applications must be submitted by the closing date and time. Once you have submitted your application form you will not be able to make any further amendments and you will not be able to see a copy. If you are invited to interview, we will share a copy of your application form with you.

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