



JOB DESCRIPTION Grant Manager

Specification:

We are looking for a talented person who shares our values and is passionate about making a difference through grant funding. We need someone to help our funded projects achieve great things. As a small organisation, this role gives you the opportunity to have a major impact on our work.

With analytical skills that enable you to make judgements, and with good communications skills – both verbal and written, you will be expected to work under your own initiative as well as part of a small team.

This role will manage and assess funding requests made by clubs who are members of the National League and their linked charities. It will also help to support and develop organisations who are new to community delivery. We want to enable them to be able to achieve great results with our funding and to become skilled applicants to allow them to access other grant opportunities. The successful candidate will need to demonstrate an understanding of Theory of Change and what makes an impactful project. A knowledge of charity governance would also be an advantage.

You will need to have a strong understanding of funding systems and how grant support can enable recipients to make the biggest impact on their communities. You'll also need to understand the landscape of community activity within football, who the stakeholders are and help to sustain partnerships across the network. Work will include the management of applications to the Premier League's flagship education programme PL Primary Stars.

Being responsible for a variety of projects you will need to understand and respond to the different needs of our club community organisations (CCOs) by providing advice and feedback and be willing to have challenging but constructive conversations. You will give pre-application support, assess and report on new applications manage current grants, liaise with grant recipients, undertake project visits, identify and manage risk, while supporting CCOs to deliver their projects and measure their impact.

You will need:

- Experience of managing a grants process including pre-application support, project assessment and reporting, evaluation, and impact assessment
- Good analytical skills and the ability to work effectively with qualitative and quantitative information
- Understanding of great customer service
- Knowledge of wider funding context
- Understanding of financial planning and business plans, ability to analyse accounts and numerical data, and to identify and manage risk
- Knowledge of the role of the third sector
- The ability to learn from our funded projects and share that learning for the benefit of other applicants
- Excellent written and verbal communication skills
- The ability to consult with a diverse range of people and organisations and communicate complex or sensitive information clearly

- The ability to understand and interpret progress reports, including financial expenditure
- The ability to present data effectively, with a high degree of general computer literacy including the use of various software programmes

You will be able to

- Plan and complete work unsupervised.
- Take ownership of your own personal development by identifying your strengths and areas for development.
- Be a supportive team player who shows interest in others
- Develops a range of external contacts
- Good communicator, both verbal and written and with the ability to influence and negotiate using a range of strategies
- Listen actively, and respond to others in an informed way, recognising the contribution and value of diverse viewpoints
- Competent self-management skills, calm under pressure and able to manage multiple and competing priorities, supporting others when needed

Key tasks:

1. Act as a first point of contact for applicants: discuss their ideas and experience, explore potential improvements to their plans
2. To act as a resource and provide general guidance to grant applicants. Support and develop projects in partnership with CCOs
3. Assess and report on applications, in line with the Trust's objectives.
4. Work with the Programme Support Manager to assess impact reports from funded projects to ensure grant programmes have been delivered and objectives met.
5. Identify and manage risks associated with funding organisations of various sizes and capabilities.
6. Work with the Trust Manager to analyse information from funded projects and present that information to trustees to help shape future funding policy.
7. Work with those responsible for financial management: including those who manage payments, banking, reporting and auditors.
8. Assist in the management of events, such as training sessions, as required. Confident in presenting to different audiences.
9. Understand the wider funding context within football's community development network and develop good working relationships with partners.
10. To work with the management and staff of the National League when required.
11. Any other duties stemming from the work of the Trust as required.

Qualifications and experience

- Higher education qualification - desirable
- Experience of working in a similar role – desirable
- Understanding or experience of the Third Sector – essential

The Trust is only able to consider applications from candidates who have the right to live and work in the UK.

The postholder will be required to travel around England and Wales as part of their role.