



JOB DESCRIPTION

Job Title: Grants Engagement Manager

Reporting to: Special Adviser to the Chairman

Contract: Permanent, part-time (0.4 FTE)

Purpose of Role:

The Duke of Devonshire's Charitable Trust (DDCT) was created in 1949, and acts as a grant-making family charity providing assistance to charitable causes within selected areas of Derbyshire, and in areas close to Bolton Abbey in North Yorkshire, Eastbourne in Sussex and Lismore in Ireland as well as occasionally further afield in the UK.

The DDCT sits within the broader Devonshire Group structure, and benefits from shared expertise and resources, helping to support the effective delivery of its grant-making and wider activities.

This role will lead the implementation of the DDCT's new strategic direction - ensuring the Trust delivers high-impact, place-based philanthropy across its priority geographies.

The post will have significant scope to shape how the Trust operates and develops its new approach, ensuring the charity is serving the communities around it.

Main duties and responsibilities:

- Oversee the day-to-day management of the DDCT; including preparing papers for three annual trustee meetings / providing periodic updates to trustees and processing agreed grants.
- Conduct ongoing prospect research and develop and maintain an active and viable pipeline of prospective partners / recipients.
- Manage, identify, develop and maintain relationships with external stakeholders and partners, on behalf of and/or in support of the Trustees;
- Have initial conversations with potential recipients, and work with them to offer advice and co-design projects.

- Work with grant recipients to design, implement and monitor impact and evaluation of DDCT grants; reporting on this to trustees.
- Oversee periodic governance reviews, update and implement due diligence and risk management frameworks, keeping up to date with best practice for charitable giving.
- Ensure the DDCT's website is kept up to date; grow internal Devonshire Group engagement with the DDCT; oversee any communications relating to the DDCT and its work.
- Acting as an ambassador for the DDCT in the local community, and within the Devonshire Group;

This is a description of your duties and responsibilities at the present time, however, this is not an exhaustive list and other duties may be required in line with the current and future needs of the charity.

This role will be based at Chatsworth, with periodic travel in and around Derbyshire. Occasional travel may be required to Yorkshire, Eastbourne or Ireland.

Person specification:

	Essential	Desirable	Assessed by: application form/ CV (a), interview (i), skills test/practical assessment (t), presentation (p)
Skills required:			
Excellent written and verbal communication, including report writing	✓		(a) and (i)
Good standard of numeracy and the ability to interpret complex numerical and written data including financial information and business plans.	✓		(a)
Able to deal in a helpful and professional way with a wide range of people.	✓		(i)
An organised approach to work with a high level of accuracy and attention to detail.	✓		(i) and (p)
Ability to prioritise a variety of tasks and deliver work to agreed deadlines within a busy environment.	✓		(i)
Competent IT skills including good working knowledge of Microsoft Office,	✓		(a) and (p)

Excel/spreadsheets and the use of databases.			
Experience required:			
Demonstrable experience in areas such as grant-making, philanthropy, charity administration, or other roles requiring similar skills and knowledge.	✓		(a) and (i)
Understanding of current best practice in grant-giving	✓		(a) (i) and (p)
Familiarity with charity governance and compliance requirements.	✓		(a)
Track record of building and managing external partnerships.	✓		(a)
Experience assessing proposals, programmes or projects (including financial information).	✓		(a)
Experience developing impact frameworks or evaluation approaches.		✓	(a) and (i)
Experience of building / managing partnerships with community groups / charities in particular.		✓	(a)
Knowledge of the key challenges, risk and opportunities in Derbyshire, including the funding environment / charitable landscape.		✓	(a) (i) and (p)
Personal qualities:			
Strong inter-personal and relationship-building skills;	✓		(a) and (i)
Able to work with confidentiality, tact and diplomacy	✓		(a)
A confident self-starter who is happy working independently	✓		(a) and (i)
Able to work flexibly, with creativity and imagination	✓		(i) and (p)
An organised approach to work with a high level of accuracy and attention to detail.	✓		(a)
Ability to prioritise a variety of tasks and deliver work to agreed deadlines within a busy environment.	✓		(a)