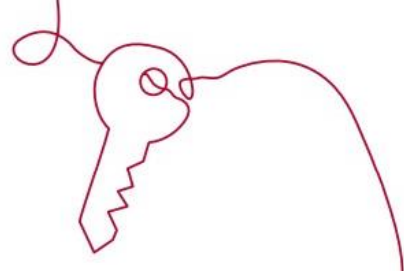


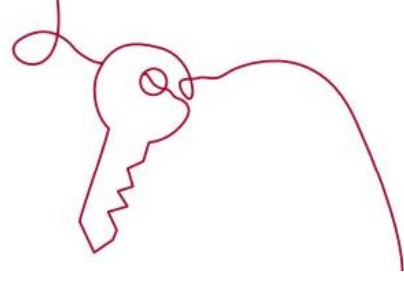


**Charity**



# **GRANTS MANAGER APPLICATION PACK**





Dear Candidate,

Thank you for your interest in the opportunity to join our team at St Martin-in-the-Fields Charity.

At St Martin-in-the-Fields Charity, we work collaboratively to support frontline workers across the UK, aiming to help individuals facing homelessness find and maintain a safe place to live. The Charity offers essential assistance to secure housing, including emergency grants through the Vicar's Relief Fund, which quickly addresses immediate housing needs and brings transformative changes to people's lives.

Our Frontline Fund supports projects and initiatives that work with those experiencing homelessness, funding various projects across the UK that help individuals obtain and sustain secure living arrangements through services like healthcare, legal advice, and mental health support to facilitate the transition out of homelessness.

And the Charity supports The Connection at St Martin's, aiding numerous individuals from across London on their journey to overcome street homelessness.

At St Martin's we provide consistent high-quality support for frontline workers, by running the Frontline Network. This network operates throughout the UK and offers funding opportunities, events for knowledge sharing on innovative approaches to helping people out of homelessness and empowering staff on the frontline groups to make a positive impact on homelessness.

Alongside the Network we offer training grants to individuals and groups of frontline staff to enable them to gain knowledge and increased confidence in delivering their vital work.

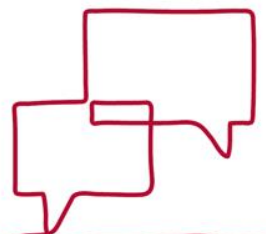
It is an exciting time to join us as we build towards the 100th BBC Radio 4 Christmas Appeal with St-Martin-in-the-Fields in 2026 – a key source of our funding- whilst responding effectively to the changing nature of homelessness. As we approach this significant milestone, the Charity is building the team to ensure we are able to maximise the impact of the Appeal and our Programmes in future years.

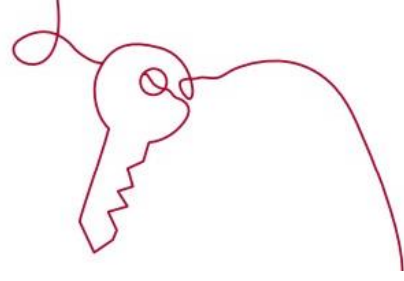
We are looking to build a team who will be collaborative with high emotional intelligence and possess excellent written and oral communication skills. You will also have a proven ability to form effective working relationships. Finally, you will have a genuine commitment to our values and ethos.

If this sounds like you, and you have the skills and experience we are looking for, then we would love to hear from you.

Warm regards,

**Duncan Shrubsole**  
Chief Executive Officer  
St Martin-in-the-Fields Charity





## About St Martin-in-the-Fields Charity

### Who we are

St Martin-in-the-Fields Charity is one of the UK's leading charities working to support people experiencing homelessness or at risk of becoming homeless. We also benefit from the BBC's annual Radio 4 Christmas Appeal.

### Our Vision

Everyone has a safe place to call home and the support they need to keep it.

### Our History

We were established in 2014 as an independent homeless charity, to support anyone at risk of or experiencing homelessness to have somewhere to call home. But our heritage pre-dates that. Since the 1920s St Martin-in-the-Fields has been caring for people when they needed it most.

### Our Work

We work across the UK to ensure people experiencing homelessness can secure and keep a safe place. In the last financial year, we provided £3,578,645 grant funding for numerous programmes tackling this issue.

### Our Grants Programmes

We offer different types of funding to help people to have a safe home and the support they need. Some of our funding is for individuals who need a small amount of money. Some of our funding is for organisations who work with us to achieve our vision over several years.

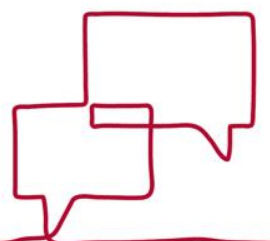
#### *Vicar's Relief Fund*

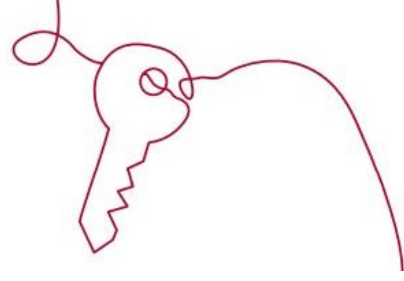
The Vicar's Relief Fund was established in [date] and helps people experiencing homelessness through small grants that help prevent eviction or enable people to gain access to accommodation. In 2023/24, £1.7 million worth of grants of up to £500 individually were awarded to people across the UK. Our grants are issued quickly and efficiently through experienced grant coordinators with decisions taking between 3-5 days.

#### *Frontline Fund*

Launched in 2022, the Frontline Fund supports six projects across the UK. The projects focus on supporting a wide range of people to secure and keep a safe place to live, and include access to healthcare, legal advice and mental health support. We also support The Connection at St Martin's in London, who connect people who are sleeping rough in Westminster with specialist services.

Funding in 2023/4 amounted to approximately £1.4 million.





## **Frontline Network**

The Frontline Network supports staff across the UK from the public, statutory and voluntary sectors working on the frontline with people experiencing homelessness.

Over the past six years, the Charity has created a network that offers funding, community and resources to frontline staff, promotes innovation and encourages collaboration across sectors and organisations. The community of partner organisations is UK-wide, enabling key workers to share their experiences and expertise. The Network amplifies the voices of frontline workers to decision-makers, advocating for changes that will improve support for people experiencing homelessness. In addition, grants are available for various training opportunities.

Funding in 2023/24, was in the region of £290K, including approximately 49K spent on training grants.

## ***Mental Health and Homelessness Fund***

This fund supports organisations providing targeted mental health support outside of healthcare settings for people who are struggling with their mental health and addiction or the effects of trauma and are at a critical transition point in their journey away from homelessness. Last year, we awarded over £200K to organisations in the UK.

## ***Funding Emerging Practice***

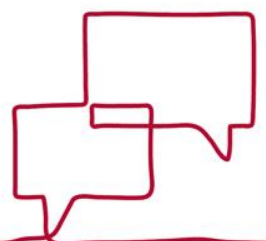
Emerging practice are new ideas in homelessness that have not yet been widely adopted or proven to be effective through rigorous evaluation. They are typically untested or have limited data available to support informed conclusions about wider applicability. This fund supports the identification of such emerging practice and consequent further evaluation work. £100K was allocated to this programme in 2023/24.

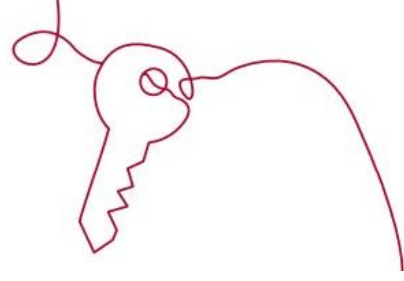
## **Our Fundraising**

### **BBC Radio 4 Appeal**

For 96 years, the BBC and St Martin's have partnered to help people affected by homelessness. The 2023 BBC Radio 4 Christmas Appeal was the latest in one of the longest running radio fundraising broadcasts in BBC history. The theme for the Appeal was The Journey Home.

The one hundredth anniversary of the Radio 4 Appeal in 2026 in aid of St Martin's homelessness causes represents a unique opportunity to develop a dedicated fundraising appeal that builds on the heritage aspects of the St Martin's association; promotes the St Martin's Charity; looks back at the difference the appeal has made to the lives of people experiencing or at risk from homelessness; and how the need to address homelessness and its root causes today is greater than ever.





## CHARITY EMPLOYEE BENEFITS

### Policies

- Enhanced maternity pay policy, paternity/second parent pay and leave and parental provision
- Enhanced bereavement leave policy
- Flexible and hybrid working
- 25 days annual leave plus bank and public holidays
- Length of service annual leave increments

### Wellbeing

- Free, confidential EAP service with opportunities for counselling sessions
- Employee eyecare provision
- Charity covers the cost of annual flu vaccine for individual team members
- Regular DSE assessment
- Access to online wellbeing resources including information, advice, social chat, playlists
- Regular scheduled wellbeing focus times

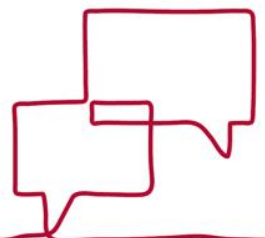
### Training

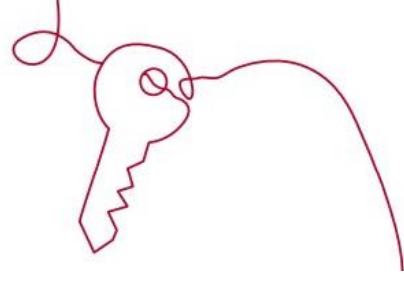
- Training provided for managing mental health in the workplace
- Training provided on safeguarding and housing/homelessness sector to new starters
- Staff encouraged to attend Frontline Network and Partner events as well as other professional/sector events
- Generous training opportunities funded by the Charity
- Occasional reward and recognition gifts to staff
- Dedicated monthly Work SMARTER day given over for staff to pursue training and professional opportunities

### Financial

- Contributory pension scheme in place (Standard Life) - Charity employer contribution 6%
- Annual salary review
- Travel loan arrangements

We are continuing to develop and improve our employee benefits offer in innovative and meaningful ways.





## EDI RECRUITMENT STATEMENT

St Martin's Charity is committed to developing a diverse, inclusive and culturally sensitive workplace and community for everyone. We will do so by fostering a compassionate and supportive environment that respects and values difference, where everyone feels welcome and confident to be themselves. We are proud to be an equal opportunity employer.

In recruiting for our team, we appreciate the unique contributions that every individual can bring without regard to race, ethnicity, colour, religion or no religion, gender, gender identity or expression, sexual orientation, national origin, disability or age. We actively welcome applications from people from marginalised identities, especially those with lived experience of homelessness.

We are always learning and our processes evolving, so we welcome feedback.

### Accessibility information

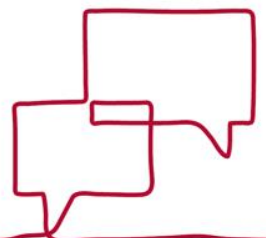
We understand that different people have different access needs and have made some modifications to the way we do business to accommodate people from diverse communities and abilities.

We offer the following amenities:

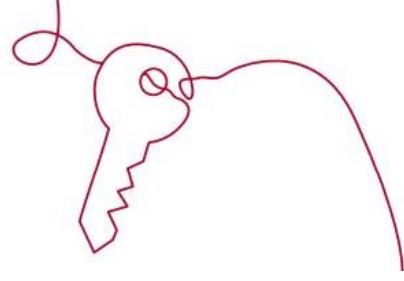
- Full DSE assessment conducted
- Purchase of specialist IT/office workstation equipment, eg standing desk, ergonomic chairs, screen filters
- Changes to start and finishing times/more frequent or extended breaks
- Flexible working arrangements
- Home and office working workstation set up
- Allowing a phased return to work after long-term sickness absence
- Modifying performance targets for those struggling to maintain a certain level of work
- Providing a working environment that minimises distractions
- Occupational Health assessment paid for by the Charity
- Providing a mentor and/or 'buddy'

We have an agreed an EDI Action Plan that includes EDI considerations which we will begin working towards in 2024-25.

Applicants with disabilities or health conditions are invited to contact us in confidence at any point during the recruitment process to discuss steps that could be taken to overcome operational difficulties presented by the role, or if any adjustments or support are required during the recruitment process.







## Job description

**Job title:** Grants Manager

**Responsible to:** Senior Grants Manager

**Line Management:** None

**Contract type:** Permanent, Full-time

**Hours:** 35 per week

**Location:** Runway East, 24-28 Bloomsbury Way, London WC1A 2SN [Bloomsbury & Holborn Coworking & Private Offices \(runwayea.st\)](#)

We offer flexible and hybrid working but office-based work will be essential on a regular basis.

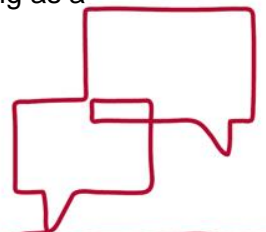
**Salary:** £43,000 per annum

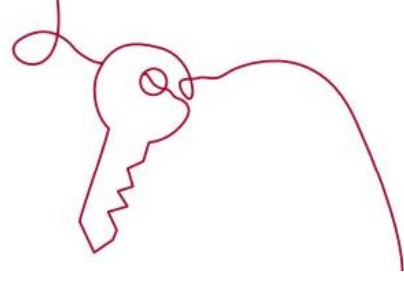
**Main purpose of role:** To manage the day-to-day running of our grant programmes to organisations and support the practical implementation of any new grant programmes from application process through to due diligence and record maintenance.

### Main duties and responsibilities:

#### Grant management

- Acting as the first point of contact for grants to organisations.
- Managing a portfolio of organisational grants that deliver our theory of change outcomes
- Providing full grant management of our organisational grants, including: preparing grant deeds, keeping track of payments and reporting requirements, distilling learning, to grant renewal considerations.
- Ensuring grant agreements are adhered to and that funded organisations have the relevant support in place to maximise the potential of their funded programmes of work
- Organising and conducting regular meetings with funded organisations to learn alongside organisations and see the work in action, ensuring the learning is fed back to programmes colleagues
- Ensuring our grant programmes meet full UK GDPR compliance and that data is handled correctly and the effective use of our grant management system.
- Implementing grant making processes that reflect best practice and encourage learning through our grant making.
- Keep up-to-date with changes and developments in the external environment and work with colleagues to reflect this in strategy and practice.
- Working with wider programmes colleagues to ensure that learning is applied to our work with frontline workers
- Providing expertise on the work of our funded organisations and acting as a point of contact for the wider staff team





## Grant programme development

- Undertaking scoping and research for new grant programmes, and developing practical knowledge about new programme areas as required
- Providing project management support for new grant programmes alongside the Senior Grants Manager
- Taking a lead on the negotiation of new grant agreements
- Managing the day-to-day processes required by any new grant programme from concept through to advertising the fund, assessing grant applications, due diligence, writing recommendation papers to trustees, to awarding funding and gathering and sharing learning

## Other activities

- Building relationships and partnerships with other funders to learn and share learning and best practice on grant delivery
- Working with the Impact team to develop our monitoring and evaluation capabilities with funded organisations.
- Working with the Partnerships and Participation Manager and Policy and Best Practice Manager to ensure that our grant making processes are informed by the key stakeholders they seek to interact with (for example, frontline workers and people experiencing homelessness)
- Working with our fundraising and communication team to ensure we are communicating effectively with supporters about our work.

This is not an exhaustive description of the job. Aspects will change over time and the job holder is expected to contribute to its development and progression.

## Person Specification

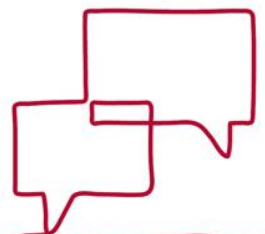
### Experience

- Grant management
- Monitoring and evaluation
- Liaising with a range of stakeholders
- Knowledge and understanding of the range of situations facing people experiencing homelessness

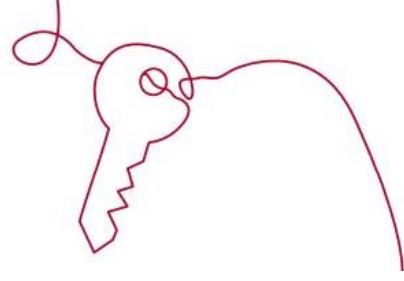
### Skills and abilities

#### Essential:

- Experience of grant making and monitoring evaluation processes.
- Can demonstrate an interest in, or experience of, listening to and being informed by people with lived experience.
- Experience of managing multiple projects with competing priorities.
- Experience of managing and prioritising a heavy workload with minimal supervisions and exercising good judgement in the process.







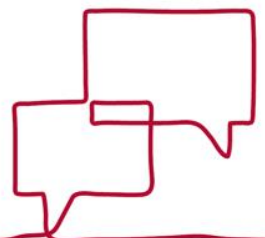
- Can demonstrate an organised, adaptable, and efficient approach to work and an understanding of the importance of attention to detail.
- Can demonstrate strong analytical skills to be able to interpret information and data.
- Track record of liaising with and building relationships with a range of stakeholders at different levels.
- Experience of using grant management systems.
- Experience of maintaining confidentiality in line with current GDPR legislation and company policy and procedures.
- Can demonstrate a high level of written and verbal communications skills.
- Proficiency in MS Office 365 and grant management systems as well as a solid understanding of IT systems and troubleshooting techniques.
- Ability to work effectively within a small team, approaching change with enthusiasm and a pragmatic approach.
- Can demonstrate effective interpersonal skills.
- Self-motivated and self-starter who can evidence taking initiative.
- Commitment to personal and professional development and growth, proactively identifying ways to develop further.

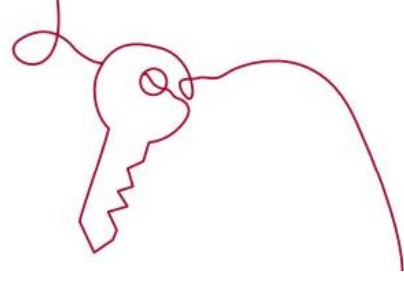
#### Desirable:

- Understanding of homelessness and related issues.
- Track record of developing new grant programmes.

#### Key attributes:

- A willingness to be flexible in response to the reasonable needs of the Charity and in taking on appropriate new responsibilities.
- A willingness to develop structure and process for a small Charity which is rapidly growing.
- A 'can do' attitude that enjoys leading and working as part of a supportive small team.
- A willingness to undertake UK wide travel.





## How to apply

If you are passionate about our work to address homelessness and would like to join the Charity as its Grants Manager, please provide the following via our online jobs board [Job Openings \(peoplehr.net\)](#)

- A current comprehensive CV (no longer than two A4 pages) outlining your key achievements in previous and current roles with contact details of two referees (who will only be contacted if you are offered the role and not without your prior consent)
- A covering statement (no longer than two A4 pages) supporting how you believe your skills and experience match the requirements of the job description and role specification

If you have any questions about the role or the recruitment process, please contact Nikki Wimborne, Senior Grants Manager at [nikki.wimborne@stmartinscharity.org.uk](mailto:nikki.wimborne@stmartinscharity.org.uk)

**Closing date: Sunday 30 June 2024, 11.59pm.**

Interviews will be held in person during the week beginning 15 July 2024.

## Some useful links

Main Charity website [St-Martin-in-the-Fields | UK homeless charity \(smitfc.org\)](https://www.stmartin-in-the-fields.org.uk)

BBC Radio 4 Christmas Appeal webpage [BBC Radio 4 - Radio 4 Christmas Appeal](#)

2023-24 Year in Review [Year in Review-Final-05.10 \(fliphtml5.com\)](#)

Charity's YouTube channel [St Martin-in-the-Fields Charity - YouTube](#)

