



JOHN LYON'S CHARITY

JOB DESCRIPTION and PERSON PROFILE

JOB TITLE: Grants Manager
Reporting to: Director of Impact & Grant Practice Direct reports: None Role Purpose & Definition: To support the Grants Directorate and Senior Grants Managers in the management of grant funding processes to maximise the benefit of the Charity's funding, including managing the assessment, monitoring and evaluation of a portfolio of grants.
Key Accountabilities and Responsibilities <ul style="list-style-type: none">• Work with the Grants Directorate and Senior Grants Managers to manage a portfolio of projects, assessing applications for grant funding and making recommendations to the Grants Committee.• Monitoring and evaluation of existing and prospective grants in order to assess progress, draw out trends and observations, and inform future funding strategies.• Support the Grants Directorate with the delivery of the Charity's grantmaking strategy.
<i>Typical Accountabilities / Work Activities:</i> Work with the Grants Directorate and Senior Grants Managers, to manage a portfolio of projects, assessing applications for grant funding and making recommendations to the Grants Committee <ul style="list-style-type: none">• Assess grant applications and make recommendations to the Grants Committee on grant applications including the type and extent of grants.• Manage the bursary grants processes end to end.• Record information from meetings and from research and produce reports.• Use the Charity's database to ensure accurate record keeping, produce documents and reports and manage the schedule of grants.• Ensure specialist advisers are involved with grant applications and grants monitoring where necessary.• Engage with grantees on a daily, ongoing basis, responding to queries and providing support to Charity-funded projects. Monitoring and evaluation of existing and prospective grants in order to assess progress, draw out trends and observations, and inform future funding strategies <ul style="list-style-type: none">• Monitor and evaluate grants and make recommendations on the continuation of grants awarded payable by instalment.• Arrange and attend project visits to monitor progress.

- Support the Director of Impact and Grant Practice, and Research, Evaluation and Learning Manager to draw learnings and conclusions on the Charity's overall grantmaking.

Support the Grants Directorate with the delivery of the Charity's grantmaking strategy

- Produce formal reports from information collated from grantee assessments and monitoring reports to inform the Grants Committee of current trends and provide context for the Charity's broader grantmaking.
- Contribute to the creation of policy and implement as directed.
- Support the development and implementation of the Charity's strategic grants and other special initiatives.
- Support the management of grant funding processes.
- Represent the Charity at relevant events and forums.

PERSON PROFILE

Skills

- Excellent communication (written and oral) skills
- Flexible with proven ability to plan, prioritise and organise activities and tasks
- Critical thinking: ability to assess, interpret and evaluate projects
- Excellent report writing skills
- Ability to take initiative and act in the best interests of the Charity and the community
- Flexible with proven ability to plan, prioritise and organise activities and tasks
- Ability to analyse and assess problems, and suggest creative or innovative solutions
- Ability to operate efficiently within both formal and informal settings
- Proficiency in IT skills, using Microsoft Office software suite and CRM systems

Experience and Knowledge

Essential

- Degree or equivalent experience
- At least 3 year's experience of grants management principles and processes
- Knowledge and experience of the voluntary sector and/or public sector
- Knowledge of the Children and Young People and/or Education sectors

Desirable

- Some knowledge of the issues affecting the Charity's Beneficial Area
- Experience of working with Arts organisations and education settings

Personal Attributes

- Creative, collaborative, open, approachable

- Punctual, accurate, thorough, flexible, resourceful
- Tact and diplomacy, with respect for confidentiality
- Desire to take responsibility for own work and priorities, and identify areas for improvement
- Reliable and dependable, willing to be accountable for own decisions

Performance Criteria

- Accuracy levels
- Work on time and to an appropriate standard
- Grant evaluation process, evaluation of results

This post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to an Enhanced Disclosure (Disclosure and Barring Service).

Date: August 2024

This job description is due to be reviewed: August 2025