

JOB DESCRIPTION

JOB DETAILS

Job Title:	Grants Manager
Salary:	£40,774
Base:	Manchester, all roles are office based however there is some opportunity for occasional working from home
Hours:	37.5 hours per week
Contract:	Permanent
Holiday entitlement:	Starts at 27 days per year, rising to 29 after 5 years and 33 after 10 years plus all statutory bank holidays.
Pension scheme:	All new starters are automatically enrolled in the workplace pension scheme subject to meeting the qualifying criteria. If you choose to opt out within the first month, any money that you paid into the pension scheme will be refunded in full.

ORGANISATIONAL ARRANGEMENTS

Reporting to:	1. Director of Finance (noting this is a non-finance role)
Other key relationships:	1. NHS Trust teams (grant applicants) 2. Research and Impact Manager (manages post-award) 3. Finance team (support financial monitoring of grants) 4. Wider charity teams (fundraising, marketing, communications)

JOB PURPOSE

This is an exciting new role which will be integral to the organisation. Working closely with grant applicants, being primarily NHS Trust teams, the role will oversee and take ownership of the Charity's grant-making process. The role will have responsibility for ensuring a robust grant management framework is set up and enforced across the organisation. The role will primarily focus on the pre-award stage of the grant life cycle, and work closely with the Charity's Research and Impact Manager who will focus on the post-award stage of the grant life cycle.

This role requires a proactive individual with excellent communication and organisational skills, who thrives in a fast-paced environment and can manage multiple priorities at once. The postholder will be expected to build effective relationships with clinical, research and

corporate teams across the Trust and develop a strong understanding of the projects and services for which charitable funding is sought.

The individual will need strong relationship building skills and the ability to work effectively with teams under pressure. The role would suit an experienced grants professional who can help set up future-proofed systems and processes with potential scope for expansion in the future.

WHY THE CHRISTIE CHARITY?

If you want to make a real difference to cancer patients and are ready to rise to the challenge of working for one of the most successful charities in the Northwest, this role could be for you.

The Christie Charity is a vibrant, fast moving, energetic organisation with a passionate team and a fantastic reputation. This is an exciting time to join The Christie Charity as we embark on a period of transformational growth with the launch of key capital appeals enabling us to see a real step change in our income. We are looking for dynamic individuals to join our successful fundraising team at this exciting time.

We are an independent charity and everything we do is geared to supporting the renowned Christie hospital to ensure that cancer patients receive the highest level of treatment and care and have access to world leading research and technology. We provide enhanced services over and above what the NHS funds.

The Christie Charity operates from the same campus as The Christie NHS Foundation Trust.

DUTIES AND RESPONSIBILITIES

Funding strategy and grants framework

1. Work with the senior leadership team to support the development and implementation of a clear Charity funding strategy, helping translate strategic priorities into an effective grant-making approach.
2. Lead the development, implementation and continuous improvement of the Charity's pre-award grants framework.
3. Develop and maintain clear grant application processes, guidance, templates and supporting documentation for applicants.
4. Develop proportionate assessment requirements for different categories and values of funding, ensuring that the level of scrutiny is appropriate to the scale, complexity and risk of each application.
5. Develop and maintain clear eligibility and assessment criteria against which funding proposals can be considered.
6. Help establish an effective annual and in-year grant planning process, including visibility of anticipated applications, approval timetables and funding requirements, keeping the Charity's grant-making processes under review and recommend improvements to ensure they remain efficient, proportionate and fit for purpose.
7. Ensure that appropriate Terms of References are in place for all charitable funds and updated annually. Act as a key point of contact to the broader Charity to ensure that teams are made aware of most up to date Terms of References for all charitable funds.

Grant application management and assessment

1. Manage the pre-award process for all grant applications received by the Charity, regardless of value and act as the principal point of contact for Trust colleagues seeking charitable funding.
2. Ensure each application follows the appropriate approval route in accordance with the Charity's grant-making procedures. This includes coordinating grant approval timetables and engaging with prospective applicants at an early stage to help them understand the Charity's funding priorities, eligibility requirements, application process and likely approval route.
3. Ensure decision-makers receive sufficient information to understand the proposed project, funding requirement, expected impact, risks and any conditions attached to the proposed award:
 - a. For applications below £5,000, where funding is sought from a charitable fund, ensure adequate engagement with fundholder to assess application.
 - b. For applications between £5,000 and £30,000, coordinate the appropriate application and approval process, including liaison with the relevant fundholder where applicable.
 - c. For applications above £30,000, coordinate the more detailed assessment and governance process required prior to consideration by the Board of Trustees or delegated committees.

4. Review all applications against the Charity's objects, any relevant eligibility criteria, strategic assessment criteria and provide clear recommendations to the relevant committee or decision-maker. Provide constructive challenge to applicants where proposals are insufficiently developed, unclear, unsupported or do not demonstrate appropriate use of charitable funds.
5. Coordinate input from other colleagues where required, ensuring that financial, legal, procurement, governance or other material considerations are identified before an application is approved.
6. Work closely with finance, which will support on assessment of affordability, and availability of charitable funds.
7. Communicate funding decisions clearly and professionally to applicants, including requests for further information, deferrals or unsuccessful applications where applicable.
8. Maintain an appropriate audit trail of grant applications, assessments, recommendations, decisions and approvals.
9. Ensure conflicts of interest and other relevant governance considerations are identified and managed appropriately through the application process.

Grant administration

1. Following approval, coordinate completion of the pre-award process and preparation of the appropriate grant award documentation.
2. Ensure award letters or grant agreements accurately reflect the approved purpose, value, duration, conditions, reporting requirements and agreed outcomes of the grant.
3. Ensure all relevant approvals and documentation are complete before an award is formally issued.
4. Maintain an up-to-date record of applications, approvals and awards and ensure information is accessible to relevant colleagues across the Charity.
5. Once the award letter or grant agreement has been issued, complete a clear and timely handover to the Research and Impact Manager overseeing post-award activities, including all relevant documentation, conditions, milestones, reporting requirements and agreed impact measures.
6. Work collaboratively with the Research and Impact Manager to ensure continuity throughout the grant lifecycle and to identify lessons from existing grants that should inform future funding decisions and application requirements.

Impact and evaluation

1. Ensure appropriate outcomes, indicators and measures of success are defined as part of the grant application and assessment process before funding is approved.
2. Work with the Research and Impact Manager who will oversee post-award reporting activities and closure to establish proportionate monitoring and evaluation requirements for funded projects.

3. Support the Charity to develop a consistent approach to demonstrating the anticipated impact and value for money of its charitable funding.
4. Use learning from completed and ongoing grants to help strengthen future application criteria, guidance and funding decisions.

Grant reporting

1. Maintain high-quality, complete and accurate records of grant applications, their outcome, and grants awarded.
2. Support the development and maintenance of systems for managing the Charity's grant portfolio, ensuring information is recorded consistently and can be readily reported to a variety of stakeholders.
3. Maintain visibility of the grant application pipeline and provide regular reporting to senior management on applications in development, decisions required, approved awards and emerging funding requirements.
4. Produce management information and analysis to help the Charity understand demand for funding, trends in applications and the allocation of charitable resources.

PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria	Method of Assessment
Qualifications	Degree level education or comparable experience.	Project management related qualification	Application/ Certificates
Experience	Significant grant management experience (minimum 3 years). Strong knowledge of good practice relating to grant awarding. Experience of using a grant management database. Experience of developing a monitoring and evaluation framework. Experience of working with senior stakeholders and project leads. Commitment to maintaining high-quality data. Experience of working with highly pressured teams.	Experience across the full grant lifecycle (from design, application and award, to monitoring and evaluation and closure). Experience of developing new systems and processes for grant management. Experience of charity governance requirements.	Application/ Interview/ References
Skills, knowledge & competencies	Exceptional interpersonal skills and an ability to develop and manage long-lasting relationships effectively at all levels. Excellent communication skills, both oral and written, including an ability to summarise information and develop concise updates and reports. Ability to work with a high level of accuracy and attention to detail. Well organised and with an ability to prioritise workloads and meet deadlines. Ability to work across teams and levels, and able to manage the needs and requirements of different stakeholders. Strong analytical skills. Highly IT literate. High level of confidentiality.	Advanced knowledge of Microsoft Excel. Familiar with Monday.com.	Application/ Interview/ References

	Knowledge of data regulations and fundraising compliance. Full UK driving licence and access to a car with business insurance.		
Personal attributes	Accountable, manages time effectively, prioritises and delivers to agreed deadlines. Quick learner, able to upskill independently. Exercises good judgment. Solution-focused. Enthusiastic, determined, motivated and positive. Confident approach, hardworking, committed and reliable. Open, honest and fair. A team worker that treats colleagues with dignity and respect. Able to work occasional unsocial hours.		Application/ Interview

GENERAL STATEMENTS:

RISK MANAGEMENT

It is a standard element of the role and responsibility of all staff of the Charity that they fulfil a proactive role towards the management of risk in all their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

RECORDS MANAGEMENT/DATA PROTECTION

As an employee of the Charity, you have a legal responsibility for all records that you gather or use as part of your work within the Charity. The records may be paper or electronic. Employees must consult with your manager if you have any doubt as to the correct management of the records with which you work.

HEALTH AND SAFETY REQUIREMENTS

All employees of the Charity have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Charity to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Charity's undertakings.

CONFIDENTIALITY AND INFORMATION SECURITY

As a Charity employee you are required to uphold the confidentiality of all records held by the Charity. This duty lasts indefinitely and will continue after you leave the charity employment. All Information which identifies individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the Data Protection Act 2018 and should be managed in accordance with this legislation.

CHARITY POLICIES

The Charity operates a range of policies, and all employees must observe and adhere to the provisions outlined in these policies.

EQUALITY, DIVERSITY AND INCLUSION

The Charity is committed to advancing equality, diversity and inclusion for all our staff. We want to ensure that everyone who works at the Charity or uses our services is welcomed, valued and treated with dignity and respect.

It is your responsibility to understand and work in line with the Charity's equality, diversity and inclusion policies. You should value others and treat everyone you meet at work with fairness, dignity and respect at all times and uphold their human and other rights.

INFECTION CONTROL

You have a responsibility to comply with The Christie NHS Foundation Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this. In The Christie Charity you will at times be

asked to operate on the hospital site and as such you will have a responsibility to comply with this policy.

Please note that The Christie site is a non-smoking site.
