

Job Description

About the role	
Job title	Grants Manager – Migration
Reports to	Head of Programme – Migration
Salary	£39,000 per annum
Hours	Full-time post, 35 hours per week
Location	Hybrid (40% of time in our central London offices)

Introduction

Paul Hamlyn Foundation was established by Paul Hamlyn in 1987. Upon his death in 2001, he left most of his estate to the Foundation, creating one of the largest grant-making foundations in the UK.

We use our resources to support social change, working towards a just and equitable society in which everyone, especially young people, can realise their full potential and enjoy fulfilling and creative lives.

Our **vision** is for a just society in which everyone, especially young people, can realise their full potential and enjoy fulfilling and creative lives.

Our **mission** is to be an effective and independent funder, using all our resources to create opportunities and support social change. We partner with inspiring organisations and individuals to put them at the heart of leading change and designing solutions to overcome inequality.

We are committed to being an anti-racist organisation. This commitment drives how we work, who we work with and how we make decisions. You can read more about our commitment to Diversity, Equity, and Inclusion (DEI) [here](#).

We have **five funding priorities** where we wish to see change for our work in the UK:

- Investing in young people
- Migration
- Arts
- Education and learning through the arts
- Nurturing ideas and people

Our values are important to us and we work to and carry them through all our activity.

Role Overview

Our Migration Fund was established in 2015 and has since awarded over £30 million and supported 160+ organisations. We currently grant c. £5 million per year to organisations working towards ‘a world in which everyone is *free* to move, and no one is *forced* to move’.

In close collaboration with migrants and those working towards migrant justice, our team has recently reviewed our priorities and criteria, which includes an updated analysis of how positive change might happen, our role in facilitating that change, and the types of work we are keen to support across the UK. This current iteration of the fund was launched in April 2024.

You can find out more about this process and the changes we have implemented on:

- [Our new shared vision, criteria and processes](#)
- [Why we are working towards a world where everyone is free to move, and no one is forced to move](#)
- [From ‘shared ground’ to liberation – our journey supporting migrant justice](#)

We have since introduced a Steering Group, made up of six external individuals with complementary skills, knowledge and experience who help our team review and shortlist applications to be considered by our decision-making panel, a mix of independent advisors and PHF trustees. This group also supports our overall work, ensuring our funding strategy responds to the opportunities and needs emerging in the field, helping us identify gaps in our portfolio, and expanding our networks.

In addition to our grant-making, the Migration team supports a range of learning exchanges and events to strengthen relationship building and collaboration within the movement. This includes financial and strategic support to emerging collaborations, exploratory and thematic events in the UK and beyond. Every year, we host the Migration Residential, a 2.5-day retreat to support our partners and the wider field to recharge, connect and strategize together.

What will be my main contribution?

As a Grants Manager, you will act as the primary point of contact between applicant organisations and Paul Hamlyn Foundation, undertaking enquiry calls to learn about their work, assess their alignment with our strategic priorities, advise them on the application process, and providing tailored feedback, where needed. You will also review applications alongside the Migration Steering Group and make funding recommendations to our decision-making panel. You will work closely with a portfolio of funded organisations in our migration theme, primarily the Migration Fund. There is a current portfolio of c. 50 live grants that you will manage and be the key point of contact for. You will build strong relationships with funded organisations, responding to emerging needs, providing advice where relevant, and supporting them to achieve their learning and impact goals.

Who will I report to?

You will be supported by and report to the Head of Programme – Migration.

Who will I line manage?

You will not have line management responsibilities. However, you will be expected to work in a small and fully interconnected structure that relies on collaboration, flexibility, and the ability to operate within both formal and informal reporting relationships.

What other key internal relationships will I have?

You will work closely with colleagues in the Grants and Strategic Learning, Insight and Influence teams to share intelligence, develop an understanding of the impact that our funding and support are having, and highlight and celebrate best practice more widely to help drive the change we would like to see. You will also work closely with colleagues in the Finance and Resources team to ensure good and effective grant management.

What level of budget responsibility will I have?

Not applicable.

Main Responsibilities

- Alignment with the values and aims of the Paul Hamlyn Foundation, and in particular its commitment to social justice and equality, to tackling disadvantage, fighting prejudice, supporting youth voice and participation.

Grant-making and Management

- Provide prompt and helpful support to potential applicants enquiring about the Foundation's work, the Fund's criteria and the organisation's alignment with it.
- Work alongside the team to proactively identify potential applicants and enable them to apply to the Migration Fund.
- Assess grant applications, analysing their alignment with the Fund's criteria and priorities, fit with our portfolio, and participating in discussions with the team, Migration Steering Group, trustees and senior leadership to agree on successful applications. Support the team to provide tailored and constructive feedback on applications and hold relationships with applicants throughout the whole process.
- Prepare written reports with detailed analysis and recommendations to present at decision-making panel meetings.
- Manage and monitor a portfolio of grants awarded, which includes supporting organisations to identify their learning goals; reflect on lessons, impact and challenges; review learning reports; respond to emerging issues and needs; authorise and generate grant payments in a timely fashion.
- Support the Head of Programme to continuously review and improve our grant-making processes to ensure that they are accessible and do not perpetuate existing structural inequalities.

- Maintain our grants database (Blackbaud Grantmaking), ensuring that records are accurate, reporting and payments are completed so that we know the status of applications and awarded grants at any time, and so we can better analyse and learn from our portfolio.
- Carry out visits to funded organisations to learn more about how the work is going, their context and help identify gap areas across our portfolio. Visits may be virtual or in person, with some local or national travel across the UK, where needed.
- Support with grant-making and management of the Foundation's invitation-only funds, where relevant.

Learning

- Take an active and supportive role with funded organisations, helping make connections with potential partners and/or funders, advise them on emerging and strategic issues, and to strengthen learning within and across grant themes.
- Participate in learning and knowledge sharing activities relevant to the team and wider migration field including keeping up to date with relevant policy and practice to inform our strategy and acting as the team lead on specific issue areas, where relevant.
- Take on specific research or development roles within the team as appropriate, which might include maintaining strong relations with partner foundations, supporting funder collaborations, and the development of strategic initiatives.
- Help develop and actively contribute to cross-departmental and multidisciplinary working, supporting continual improvement and professional development.
- Support the Head of Programme to design, deliver and learn from our events and learning exchanges, where needed.

General

- Represent the Foundation at external events, where required.
- Support the work of the communications team to ensure that news stories, grants' listings, etc. are kept up to date.
- Liaise closely with the grants administration team.

Person Specification

We recognise that this person specification is extensive, and you may feel you do not meet all the criteria. We are open to adjusting the role and how it is delivered to enable those from a broad range of backgrounds and lived experiences to apply.

If you are interested, please apply even if you do not meet all criteria. Please note we are unable to offer VISA sponsorship.

Skills, knowledge, and experience

- Alignment with the values and aims of the Paul Hamlyn Foundation, in particular our commitment to equitable grant making and being an anti-racist funder. The ability to apply these principles to ensure good decision making and support for those we fund.
- Demonstrate experience of working in the migration field or on migration issues, in particular migrant communities who experience intersecting forms of exclusion or oppression, and with organisations and groups who work alongside them.
- Demonstrable experience of project / client management skills to support stakeholders throughout the process – from assessments to monitoring within a focus on migration issues
- Evident understanding of the main issues and practices that support or hinder relational, transparent and accountable grant-making.
- Knowledge of the key political and legislative environment affecting migrants and diaspora communities in the UK, with the capability and interest to acquire it in other areas of our current work.
- Interest in how social change happens, including some knowledge of the existing diverse ecology working to tackle systemic and structural inequality and injustice, and how they relate to one another.
- A good understanding of organisational dynamics – such as business planning, financial reporting, performance management and governance – and how these apply to developing the business models, capacity and longer-term sustainability of organisations, ideally within the public or voluntary sectors.
- Good interpersonal skills, including the ability to constructively engage with disagreement and conflict, and give empathetic and constructive feedback to unsuccessful applicants and grant partners.
- Excellent verbal and written communication skills and the ability to communicate with a range of audiences.
- Ability to analyse and synthesise complex information quickly and effectively.
- An organised and methodical approach to work, combining numerical accuracy with attention to detail and an ability to meet deadlines.
- Strong IT skills, MS Office, the ability to learn detailed processes and use of databases to process information.
- Strong project management skills and demonstrable experience of delivering successful projects.

- Experience of understanding annual and management accounts, budgets and confidence in extracting key information from financial reports or interest and commitment in developing these skills.

Behaviours and ways of working

- The ability to build trusting relationships with a range of individuals and organisations, including senior staff, trustees, funded organisations, policy makers and practitioners, and migrant communities.
- Resourceful and proactive, with initiative and a problem-solving disposition. Ability to spot connections and learning across PHF's work and that of others.
- An ability to work creatively and flexibly in a small team, supporting other colleagues. Willing to and experience of working beyond your area of expertise across the Foundations other strategic themes.
- A strong personal commitment to learning and improvement.

Desirable

- Understanding of power, particularly its role and impact on individuals and communities that experience intersecting forms of oppression and marginalisation.
- The capability and interest to acquire knowledge of policy and best practice in other areas of our current work.

Terms and conditions

- Salary circa £39,000.
- 25 days leave per annum, plus statutory holidays.
- The Foundation will contribute a sum equivalent to 10% of your basic annual salary to the group pension scheme (Aviva) and will match up to an additional 2.5% (optional) of your contributions from the date your employment begins.
- Life Income Protection and Life Assurance Scheme available from the date your employment begins.
- Private Medical Insurance with BUPA (once probation is complete)
- Office hours are normally 9am – 5pm Monday – Friday, but flexible working is possible around core hours of 10am – 4pm. Some flexibility is required from team members around evening work and travel to and from events and meetings.
- PHF operates a hybrid working policy and you will be expected to work at least 40% of your time in the office with the option to work up to 60% of your time from home. The contractual place of work for this role is 5- 11 Leeke Street, London WC1X 9HY.

- We are open to discussing flexible working arrangements.