

# Grants Manager

## Candidate Pack



- Role information
- Person specification
- How to apply
- More about us

# Grants Manager

Being in hospital can be really tough physically and emotionally. This is why our hospital charities do as much as they can to help patients and their families feel as supported as possible during their treatment. Each hospital charity provides the added extras that are "over and above" what the NHS can fund as standard. This includes life-saving equipment, state-of-the-art facilities, training and research, as well as free accommodation and patient comforts.

Across UHB Charity we are currently raising funds for a Total Body PET CT Scanner as well as our Children's and Newborn Appeals and Home from Home accommodation for civilians and military personnel, to name just a few.

As a Grants Manager you will help the Charity provide much needed equipment and facilities that will make a real difference to our patients and their families.



## Basic Information

Salary: £40,000 per annum

Hours: Full time - 37.5 hrs/wk

Reporting to: Charity Chief Executive

Location: Queen Elizabeth Hospital Birmingham

# About the Role

The Grants Manager role is primarily based at Queen Elizabeth Hospital Birmingham for University Hospitals Birmingham Charity, with the expectation to travel to the other sites, Good Hope Hospital, Heartlands Hospital, and Solihull Hospital.

This post will oversee the Grants Team at the Charity, with the responsibility of overseeing the distribution of grant funding to projects that align with the charity's mission.

Working as part of a team, the role involves managing the full grant-making process, from designing funding programmes and assessing applications to monitoring funded projects and evaluating their impact. The manager works closely with applicants, trustees, and external stakeholders to ensure funding decisions are fair, transparent, and achieve meaningful outcomes.

They also develop grant policies, manage budgets, ensure compliance with governance and regulatory requirements, and use data and evaluation findings to improve funding strategies.

Strong relationship management, strategic planning, financial oversight, and decision-making skills are essential, along with a commitment to delivering positive social impact.

This role may involve occasional evening and weekend work at charity events and events organised by our supporters.

This role sits within our Grants Team and will oversee two Senior Grants Officers.





# Main Duties

## PRINCIPAL DUTIES

- Ensure grant programmes align with the charity's objectives and priorities.
- Review and update grant policies, procedures, and eligibility criteria.
- Manage grant application processes.
- Oversee grant management systems and databases.
- Conduct due diligence on applicants, including financial and governance checks.
- Prepare reports and recommendations for trustees or grant committees.
- Support decision-making meetings and record outcomes.
- Build positive relationships with grant applicants, funded organisations, and stakeholders.
- Provide advice and guidance to applicants throughout the process.
- Act as the main point of contact for grant recipients.
- Monitor funded projects to ensure grant conditions are met.
- Review progress reports and financial returns from grant recipients.
- Evaluate the impact of funded projects against agreed outcomes.
- Identify lessons learned to improve future grant programmes.
- Manage grant budgets and payment schedules.
- Ensure grants are awarded within approved budgets.
- Monitor expenditure and forecast future commitments.
- Work closely with finance teams to maintain accurate records.

## COMMUNICATION

- Relaying accurate and timely information to the fundraising team, the Charity Chief Executive and Charity Trustees on a regular basis. Communicating with clinical and non-clinical staff within the hospital. Communicating with donors and stakeholders.
- Dealing with enquiries from the general public in a professional manner, disseminating information and ensuring that the appropriate action is taken, whilst maintaining the Charity's policies and procedures.

## PROFESSIONAL RESPONSIBILITIES

- Ability to present oneself in a professional manner as a representative of the hospital and the charity.
- To maintain confidentiality in all aspects of duty, including grant and donor data.
- To assist in maintaining accurate records and to complete and return as requested statistical data.
- To maintain an accurate effective database, recording essential information and providing statistical data in accordance with guidelines and policy using Raiser's Edge, Microsoft Office, Word and Access.

# Main Duties

## MISCELLANEOUS

- To represent the Charity in a variety of different contexts and to a variety of different audiences.
- To ensure that a positive image of the hospital and the Charity is projected at all times
- To hold a flexible approach to working hours [the role will require the post holder to work evenings and weekends as necessary]
- To hold a flexible approach to work when asked to take on other fundraising or admin duties when the team needs to cover holidays, or at times of workload pressure
- To adopt a supportive and collegiate approach when working with the fundraising team and other colleagues within the hospital

The Grants Manager will also carry out other projects and duties as directed by the Head of Fundraising, Director of Fundraising and Charity Chief Executive.

## NOTES:

This is not intended to be an exhaustive list of responsibilities but more an outline framework against which the post holder will be given flexibility to define the detail. Any changes will be the subject of consultation with the post holder.

All employees must adhere to and perpetuate Charity Policies and Procedures relating to:

- Health and Safety
- No Smoking at Work
- Equal Opportunities in Employment, including responsibilities under the Disability Discrimination Act.

Your attention is drawn to the confidential nature of information collected within the NHS. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and in the case of computerised information could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1984.

Please note that employees are employed directly by the Charity and not the NHS.

Employees of the Charity are eligible to join a defined contribution pension scheme, to which the Charity will contribute 8% of an employee's annual salary in addition to employee contributions.

Employees of the Charity are eligible for enhanced maternity and sickness pay.

Employees of the Charity receive 27 days holiday per year, plus Bank Holidays.

# Personal Specification

## Skills/knowledge/ability

### Essential

- Financial Literacy
- Excellent written skills with first class spelling
- Use of Microsoft Office including Word, Excel, Access, Outlook, Powerpoint along with other software packages
- Ability to produce accurately typed and photocopied documents efficiently and to high standard
- Ability to ensure accurate data inputting
- Ability to work independently and under pressure, prioritising work to meet deadlines
- Ability to deal with heavy, unpredictable workloads
- Ability to set up and maintain organisational systems
- Ability to work flexibly to meet the needs of the charity
- Problem solving
- Record keeping
- Non-judgemental attitude
- Accepts responsibility for own decisions
- Ability to represent the Charity at events and functions
- Good interpersonal skills and ability to influence people at all levels
- Understanding and respect for the importance of patient confidentiality
- GCSE English Language or equivalent
- GCSE Mathematics or equivalent

### Desirable

- Educated to degree level or equivalent
- Qualification in grant management, fundraising, communications, PR or marketing
- Understanding of the NHS and wider health and patient issues

## Experience

### Essential

- Experience of working in a grant making environment
- Experience of presenting to audiences/groups
- Experience of administration in an office-based environment
- Experience of working on own initiative
- Previous experience of working with & reporting to Leadership teams / trustees

### Desirable

- Experience of grant making strategy
- Team management experience
- Raiser's Edge donor database experience
- Experience of impact evaluation

## Additional Information

### Essential

- A team player with a flexible approach
- Available to work out of hours if required.

### Desirable

- Car driver with a clean licence

## To Apply

[hospitalcharity.org/about-us/jobs](https://hospitalcharity.org/about-us/jobs)

# What does the Charity fund?

The Charity's mission is to see an improvement in the health and wellbeing of the community through the services provided by University Hospital Birmingham NHS Foundation Trust and to improve the experiences of all the people who use our hospitals and community services.

The Charity funds equipment, research, facilities and anything that is 'over and above' what the NHS provides as standard.

Together with our fantastic supporters we help to raise funds to provide world-class facilities for patients and their families at the four hospital sites.

We spend the income raised on items like state-of-the-art equipment and life-saving research, to toys and games for children on our wards and Pets in Hospital visits.

Projects that have been completed or are being fundraised for at our hospitals include:

- Refurbishment of the Cancer Centre at the QE and Haematology and Oncology Wards across our sites
- Purchasing a state-of-the-art Total Body PET CT Scanner to give clearer prognoses
- Providing a Home away from Home - free accommodation for various patients and their families at the QE and Heartlands
- Building and running Fisher House UK, an 18-bed home for military patients and their families
- Redecoration of waiting rooms
- Refurbishment of Haematology and Oncology Wards
- Building a centre of excellence for Transplant patients at the QE.

We also regularly support the hospital through our Christmas Appeal and by providing smaller grants to wards and departments.



Freya's Mum: "Chase really helped our six year old daughter, Freya, when she was feeling overwhelmed about starting the radiotherapy stage of her treatment. "Knowing that Freya might get to see Chase during her visits helped immensely to take her mind off things and keep calm. Chase from the Pets in Hospital programme is such an amazing dog and definitely put a smile on Freya's face (and mine!)"



# Case Study



“My name is Chloe, and I was first diagnosed with acute lymphoblastic leukaemia when I was 12 years old. Treatment was really tough, but I got through it. I was three years into remission, when the cancer came back.

I was 17 and halfway through my A-Levels when I spent ten weeks on the Young Person’s Unit at Queen Elizabeth Hospital Birmingham. Luckily, due to my age, my mum was allowed to stay with me on the ward. I don’t know what I would have done without her.

When I walked onto the Young Person’s Unit it was not what I was expecting. My bedroom was decorated with really cool wall art, and didn’t look like a hospital room at all. Everyone else on the ward was a similar age to me. We got to play games, have pizza nights and had cooked breakfasts on Fridays, which really cheered me up after days of treatment.

I then had to have chemotherapy five days a week which made me feel really sick. As I don’t live in Birmingham, it would have taken me four hours a day to travel back and forth. That’s when QEHB Charity stepped in and gave us free accommodation and parking just a 5 minute walk from the hospital! It made a huge difference and meant my dad could also stay, giving both mum and I that extra support.

The care I received at the QE was amazing and the staff really got me through what was the toughest time of my life. I am now in remission and so grateful to the hospital and the Charity for everything they have done for me and my family.

The hospital’s charity made what was the worst time of my life be the best it could possibly be. It provides so much for cancer patients from lifesaving state-of-the-art technology and decorating wards that make you feel more at ease during treatment, to blankets that keep you warm during radiotherapy and lollipops that take away the metallic taste that Chemotherapy leaves behind.”





# About Us

University Hospitals Birmingham Charity, registered charity number 1165716, is an umbrella charity, made up of the Queen Elizabeth Hospital Birmingham Charity, Heartlands Hospital Charity, Good Hope Hospital Charity and Solihull Hospital Charity.

We work across our four sites to support patients, families and staff at their hospitals by providing 'added extras' that are over and above what the NHS provides as standard.

The four hospitals under University Hospitals Birmingham NHS Foundation Trust are varied in expertise and services. From Queen Elizabeth Hospital Birmingham being a centre of excellence and one of only six solid-organ transplant centres in the country to Heartlands Hospital's Neonatal Unit offering specialist care for premature and poorly babies from across the Midlands and beyond.



# University Hospitals Birmingham Charity

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Registered charity number 1165716

