

ROLE PROFILE: HEAD OF GRANTS

Reports to:	Director of Impact and Innovation
Department:	Grants
Direct reports:	Grants Funds Manager, Impact and Evaluation Manager, Grants Officer
Key relationships:	SLT, Charity staff, City St George's, University London and its senior academics, St George's Hospital staff, patient and community groups.

ROLE PURPOSE

- The Head of Grants is responsible for shaping and delivering a high-quality, forward-looking Grants Programme and for leading the effective development, delivery and evaluation of the Charity's grant-making activity.
- The role will actively review, evolve and improve the Charity's grants processes, systems and approaches to ensure they are efficient, accessible and deliver the greatest possible impact for patients, staff and communities.
- The Head of Grants plays a key role in delivering organisational strategic objectives through grant-making, working in close collaboration with the Director of Impact and Innovation, Grants, Arts and Impact Committee, CEO and wider senior management group to ensure alignment with the Charity's 5-year strategy.
- Reporting to the Director of Impact and Innovation, the Head of Grants is a member of the wider senior management group, contributing to operational leadership, cross-team working and strategic development.
- The role represents the Charity externally, building strong, constructive relationships with stakeholders across the Trust, the University and partner organisations, and positioning the Charity as a collaborative, best-practice funder.
- The postholder oversees a complex portfolio of over 200 funds with a value of £5m+, working closely with finance and fundraising colleagues to ensure effective stewardship and deployment of resources.

MAIN DUTIES & RESPONSIBILITIES

1. Leadership

- Contribute to organisational strategy and priorities as a member of the wider senior management group.
- Provide visible, inspiring leadership to the Grants Team, fostering a collaborative, inclusive and high-performing culture.
- Lead and develop staff in line with organisational policies, including:
 - Promoting equity, diversity and inclusion
 - Recruitment, induction and development of team members
 - Safeguarding awareness and practice
 - Performance management, supervision and development planning
- Foster a culture of continuous improvement, learning and innovation within the grants function.
- Lead ongoing review and refinement of grants processes, systems and portfolio structure to ensure they are efficient, proportionate, user-friendly and aligned to impact.

2. Grants Strategy, Development & Operations

- Lead the development and evolution of a high-impact grants programme across capital projects, research, equipment, workforce development and patient experience.
- Ensure grant-making processes are clear, accessible and proportionate, reducing unnecessary complexity for applicants and grant holders.
- Oversee the full grant lifecycle (pre-application through to post-award evaluation), ensuring a positive and supportive experience for applicants and grantees.
- Promote a partnership approach to grant-making, building constructive, trust-based relationships with grant holders and stakeholders.
- Identify and embed best practice in grant-making, drawing on sector learning and innovation to continuously strengthen the Charity's approach.
- Oversee monitoring, reporting and evaluation processes, ensuring they provide meaningful insight whilst minimising burden on grantees.
- Work with the Director of Finance & Operations to ensure systems (e.g. CRM/database) effectively support efficient grant management and data-driven decision making.
- Establish and support steering groups for major grants as required.

3. Financial Management

- Work with the Director of Impact and Innovation and CEO to develop an annual grants aligned to strategic priorities.
- Maintain oversight of the grants portfolio, providing clear and insightful reporting to internal and external stakeholders.
- Ensure all grant commitments and payments align with delegated authority and financial controls.
- Work collaboratively with finance colleagues to ensure timely and accurate grant payments and effective monitoring of drawdown across c.200 grants (£3.7m+).

4. Governance & Assurance

- Strengthen and maintain robust grant governance frameworks aligned to sector best practice.
- Support the Director of Impact and Innovation to manage relationships with key governance bodies (e.g. GAICOM, AGR), including preparation of high-quality, insightful papers and recommendations.
- Ensure clear, transparent reporting supporting effective decision-making and accountability.

5. Special Purpose Funds

- Lead strategic oversight and continuous improvement of the management and deployment of Special Purpose Funds (SPFs).
- Work proactively with Fund Advisors and Trust colleagues to ensure funds are understood, actively utilised and aligned to impact.
- Provide clear, insightful reporting on SPF activity, including trends, risks and opportunities.
- Ensure robust processes for fund drawdown, compliance and timely expenditure.

6. Regulation & Compliance

- Ensure grant-making activity complies with all relevant charity regulations and internal policies.
- Maintain accurate and up-to-date records of all funds and associated restrictions.
- Work with stakeholders to ensure donations are utilised appropriately and within agreed timeframes.

7. Communications & Engagement

- Lead and champion high-quality communication of the Charity's grants programmes, ensuring clarity, accessibility and consistency of messaging.
- Develop and deliver communications plans for grant programmes and funding rounds, working closely with the Communications team.
- Raise awareness and uptake of funding opportunities among target audiences.
- Ensure compelling, timely and accurate content is shared to support storytelling, impact reporting and fundraising activity.
- Act as an ambassador for the grants function, promoting a clear, positive and partnership-based approach to funding.

8. Impact & Learning

- Lead the development of proportionate and meaningful approaches to impact measurement and evaluation.
- Ensure learning from grants informs future strategy, funding priorities and process improvements.
- Work with colleagues to effectively communicate impact to stakeholders, including through annual reports and external communications.

PERSON SPECIFICATION

Skills

- Strong strategic thinking with the ability to translate strategy into practical delivery and improvement.
- Excellent communication skills, with experience of developing communications approaches or plans for programmes or services.
- Ability to build effective, trust-based relationships with a wide range of stakeholders.
- Strong organisational and project management skills.
- Ability to lead change and continuous improvement in processes and systems.
- Collaborative, solution-focused and adaptable.
- High level of written and verbal communication skills.
- Proficient in MS Office and experience using CRM/database systems.
- Understanding of grant-making best practice and trends.

Experience

- Experience of grant-making, funding programmes, or assessing applications.
- Experience of reviewing and improving processes, systems or service delivery.
- Experience of working in a stakeholder-rich environment and building relationships and partnerships.
- Experience of managing and developing a team.
- Experience of monitoring, evaluation and demonstrating impact.
- Experience of managing budgets and financial oversight.
- Experience of developing user-focused services or improving customer journeys
- Experience of portfolio or programme management or a relevant qualification