

Job Description

Position title:	Head of Grants
Reports to:	Director of Programmes and Deputy CEO
Remuneration:	.8 FTE; £44,000 (pro-rata equivalent of c. £55,000), plus 8% pension contributions
Based:	Flexible but with at least one monthly London office visit and occasional travel (approx. one additional trip per month) to rest of UK for meetings and site visits
Duration:	2.5 years, commencing Autumn 2024

1 Overall purpose of the role

The Head of Grants will play a key role in the AHF, overseeing the UK delivery of its core grant-funded programmes and managing the four Development Managers for England, Scotland, Wales and Northern Ireland, including all aspects of grant assessment preparation, reporting to and claiming from funders. They will work alongside the Development Managers and the Director of Programmes and Deputy CEO to develop new programmes that complement the AHF's corporate strategy.

2 Specific Duties and Responsibilities

1. Overseeing the delivery of country-level grant-funded programmes in England, Scotland, Wales and Northern Ireland, including those activities supported by national statutory bodies and those supported by a number of trusts and foundations.
2. Line managing the Development Managers for England, Scotland, Wales, and Northern Ireland and ensuring capacity is effectively aligned with work-load and demand.
3. Working with the Development Managers, the HDT Programme Manager, the Director of Programmes and Deputy CEO and CEO, manage the key relationships with the AHF's funders at management level. The postholder will have lead responsibility for ensuring the quality and accuracy of grant claims, reporting, including financial reporting, and evidence gathering for all AHF grants programmes except the Heritage Development Trust programme. They will work with the Director of Programmes and Deputy CEO to develop new ideas for improving the quality of, and processes for, reporting.
4. Ensuring the AHF delivers high-quality and targeted advisory services, particularly for early-stage projects and start up organisations, in line with the AHF's corporate Strategy and Evaluation Framework.
5. Contribute to professional working groups and partner initiatives, across the government, heritage, social enterprise/charity/community business sectors, helping to raise the profile of the AHF, our role and work.
6. Oversee the preparation of grant applications for assessment for all programmes, including Project Viability and Project Development Grants associated with Heritage Development Trusts, working with Development Managers and the HDT Programme

Manager to ensure alignment of recommendation to Minor Grants and Grants Panels. The postholder will work with the Director of Programmes and Deputy CEO and CEO to award Minor Grants, and to deliver Grants Panel recommendations. They will be responsible for the accuracy and integrity of the grants information on the database.

7. Lead on improving the grant claims process to simplify this and improve user experience, including convening and leading a task force comprised of Grants Programme Managers and Support Officers.
8. Act as a senior manager within the organisation, working closely with the Director of Programmes and Deputy CEO to ensure they are up-to-date with grants-related work and contributing to the running and development of the organisation, including other governance and additional responsibilities as required.
9. Work with the Evaluation & Data Officer and the Communications Officer to ensure that grants work is well represented and evidenced across the AHF's communications and impact work to maximise its profile and public awareness of the programme.
10. Assist with other tasks and activities as required, particularly those corporate projects and processes that support the wider delivery of the AHF's grants work, including the database and other systems, policies and procedures.

3 Person specification

Essential

- Management experience in a relevant sector.
- A track record in managing multiple funding streams and reporting lines.
- Experience of leading teams, ideally within a funder or capacity building organisation.
- Experience of strategic, collaborative working with external partners and funders.
- Excellent interpersonal, communications and networking skills.
- Flexible approach to prioritising workloads, working strategically but also responding to unexpected demands.
- Strong team management and leadership skills.
- Demonstrable ability in problem solving.
- A commitment to the aims, purpose and objectives of the Architectural Heritage Fund.

Desirable

- Legal and governance issues in relation to charities and social enterprise, including knowledge of various organisational models.
- Experience in the charity, social enterprise or heritage sectors.
- Previous experience in developing relationships with funders and partners.