



JOB DESCRIPTION

Overview of Role	
Job title	Impact & Engagement Officer
Reports to	Grants Manager
Responsible for	Hospital Engagement Assistant
Hours	37.5 hours per week- <i>It is expected that work will sometimes be required outside normal working hours. However, time off in lieu is offered in accordance with the policies and procedures around working additional hours.</i>
Contract	Fixed term – Up to 12 months to cover maternity leave
Location	Leeds Hospitals Charity/Hybrid
Holiday	27 days per year (for a full-time member of staff, pro-rata for part-time staff)
Leeds Hospitals Charity	
Leeds Hospitals Charity is proud to support Leeds Teaching Hospitals NHS Trust. The Trust comprises seven hospitals and a dental institute, including Leeds General Infirmary, St James's University Hospital, Leeds Children's Hospital and Leeds Cancer Centre. At Leeds Hospitals Charity, we work with NHS staff to improve the experience of patients and families. We're passionate about healthcare and about making our hospitals amazing.	
About the role	
Reporting to the Grants Manager, the Impact & Engagement Officer supports the Charity's commitment in sharing the impact of charitable funding across Leeds Teaching Hospitals with our donors and supporters and stakeholders. They are responsible for engaging with a wide range of applicants to oversee the completion of projects and produce robust and insightful evidence to consistently demonstrate the impact of funding. The post holder will nurture relationships with beneficiaries, ensuring recognition and increased awareness of the Charity in all	

eight hospitals and an understanding of the difference charitable funding is making to patients, their families, and staff.

The Impact & Engagement Officer supports compliance with the requirements of our membership of the Association of Medical Research Charities, such as compiling data returns about research grants we have awarded.

This role is integral to further growth, enabling the Charity to reassure and motivate donors, grow its supporter base, and ultimately increase the level of funding available to Leeds Teaching Hospitals.

Key Job specifics and responsibilities

The Impact and Engagement Officer will be responsible for:

- Build and maintain positive working relationships with hospital staff, fostering trust and confidence in the Charity and its funding programmes.
- Ensure compliance with the terms and conditions of funding, providing advice and guidance on the appropriate recognition and communication of Charity-funded projects.
- Promote funding opportunities to hospital staff through newsletters, website content, presentations and face-to-face engagement activities.
- Lead the development and implementation of monitoring, evaluation and learning processes to demonstrate the impact of funded projects and support donor stewardship.
- Develop and maintain systems for collecting, analysing and communicating evidence of impact, including project outcomes, beneficiary feedback and case studies.
- Oversee the collection, monitoring and dissemination of research outputs and outcomes from Charity-funded studies, ensuring compliance with relevant Association of Medical Research Charities (AMRC) requirements and standards.
- Identify and develop compelling stories, case studies and impact content for use across reports, donor communications, social media, website content and hospital communications, working closely with the Communications Directorate.
- Ensure all grants awarded are appropriately recorded, publicly available through funding webpages, and promoted through relevant internal and external communication channels.
- Work with the Finance Team to monitor grant expenditure against approved awards, ensuring commitments and records remain accurate and up to date.
- Contribute to the development and continuous improvement of grant management, impact measurement and stakeholder engagement systems and processes.
- Produce and present impact insights, reports and updates for a range of audiences, including trustees, hospital staff, supporters, donors and external funders.

- Maintain and develop the Charity's bespoke databases and systems relating to grants, impact and engagement activities.
- Line management of the Hospital Engagement Assistant, providing support, supervision and oversight of their workload and priorities.
- Support the planning and delivery of virtual and in-person events and engagement activities that showcase the impact of the Charity's funding.

Other

Confidentiality and Data Protection Act

All employees of the Charity must not, without prior permission, disclose any information regarding patients or staff. In instances where it is known that a member of staff has communicated information to unauthorised persons, those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Health & Safety

All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law whilst following recognised codes of practice and policies on health and safety

Service Excellence

All staff are required to support the Charity's commitment to developing and delivering excellent customer-focused service by treating patients, their families, friends, carers and staff with professionalism, respect, and dignity.

Equality Diversity & Inclusion

No job applicant or employee is discriminated against either directly or indirectly. The Charity commits itself to promote equal opportunities and will keep under review its policies, procedures, and practices to ensure that all users and provides of its services are treated according to their needs.

Disclosure & Barring Service

If you are offered a position, you may be required to undertake a DBS. The Charity may administer the DBS check on your behalf or you may be asked to undertake it yourself and report the result. The Charity will cover the cost. You may also be required to participate in the DBS Update Service. This is a condition of your employment.

Review of Job Description

This job description and person specification are an outline of the tasks, responsibility and outcomes required of the role. The job holder will carry out any other duties that may reasonably be required by their line manager and amended in the light of the changing needs of the organisation, in which case it will be reviewed in conjunction with the post holder.

Terms & Conditions

As this post is based on NHS hospital premises, this post is exempt from the Rehabilitation of Offenders Act 1974, meaning that any criminal conviction must be

made known at the time of application and interview. The NHS Employment Checks Standard will apply to all applicants.

Charity Activity

Charitable Activities 20% Raising Funds 80%

PERSON SPECIFICATION



	Criteria	Measured by:
Knowledge & Experience		
Essential	• A recognition of the importance of impact and insights and their role in supporting wider organisational activity such as donor stewardship and fundraising. • An understanding of the grant management cycle particularly in monitoring and evaluation. • Knowledge of monitoring and evaluation frameworks including tools and techniques to ensure the completion of this element of the cycle. • Knowledge of the healthcare charity sector. • Knowledge of line management best practice. • Experience of using databases and systems. • Experience of working through datasets methodically and systematically. • Experience of producing reports to provide updates and insights. • Proficient user of Microsoft Office programmes. • Relevant professional experience.	CV/Application form & Interview

Desirable	• Experience of line management • Knowledge of medical research processes and terms. • Experience of research studies and projects.	
Skills and Attributes		
Essential	• Excellent communication skills both written and verbal. • Excellent presentation skills. • A curiosity that ensures the Charity is fully abreast of the status of all funded projects. • An interest in learning about the healthcare sector activity and the role of third sector organisations in sustaining, growing and building excellence. • Ability to develop frameworks and implement new processes. • Proactive and accustomed to taking the initiative. • Have a can do, positive attitude whilst being tenacious in fully completing tasks. • Strong team player – working across the organisation and across all hospitals. • An ability to identify gaps in process and propose suitable solutions. • Excellent people skills and ability to build rapport and strong working relationships with people in different roles both internally and externally. • An understanding of and ability to demonstrate the Leeds Hospitals Charity values.	CV/Application form & Interview