



JOB TITLE **Interim Head of Grants & Impact**

In summary

Title:	Interim Head of Grants & Impact
Job base:	Hybrid working, blending home working within any of our three locations in Chelsea or Harefield Hospital (minimum 40% of time in the office)
Type of contract:	12 month FTC
Reporting to:	Chief Executive (until recruitment of Director of Programmes & Funding)
Job summary:	To effectively manage the grant management process, strengthening partnership working and the impact of our funding
Internal relationships	Across the charity, including CEO, members of SLT and Heads of Teams, two direct reports and wider fundraising colleagues
External relationships	Heart, Lung & Critical Care Clinical Group at Guy's & St Thomas' Foundation Trust, funders, donors, GSTT Foundation, Grantees
Salary:	c.£50,000

Introduction

Royal Brompton & Harefield Hospitals Charity exists to create new possibilities for people with heart and lung diseases. Working closely with Royal Brompton & Harefield hospitals – part of Guy's & St Thomas, one of the largest foundation trusts in England – we fund life-changing projects to expand medical understanding and find innovative treatment options; to renew and upgrade equipment; and improve the everyday experience of patients and staff alike.

The Head of Grants & Impact is responsible for effectively managing our grant management process and strengthening partnerships, with a focus on the impact our funding achieves.

The role would suit someone with strong leadership qualities who will be excited and willing to contribute to our wider leadership team and can build strong relationships across our health sector and academic partners, with compelling written communication skills and extensive experience of impact evaluation and grants governance.

In line with the charity's core behaviours, we value diverse backgrounds and contributions.

The charity

Royal Brompton & Harefield Hospitals Charity is dedicated to improving the lives of people with serious heart and lung disease. Each year we grant around £6m to fund projects at our partner hospitals, including current initiatives such as:

- Equipping Royal Brompton Hospital with a high specification genetic sequencer to screen and plan treatment for patients and their families
- Creating a new consultant fellowship in imaging related to structural heart disease
- Providing core funding for the rb&hArts programme combining improvements to the hospital environment with therapeutic activities such as Singing for Breathing
- Supporting three fellowships annually to support allied health professionals in pursuing research projects
- Funding the Road to Recovery programme to provide mental health support for patients with long Covid
- Committing £100,000 to a Patients' Fund each year, to support around 40 micro-projects from palliative care 'comfort boxes' to better seating and new televisions on wards

Our funding comes from the fundraising efforts of thousands of supporters as well as income generated by our investments in property and equity markets.

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We have a small, committed and skilled team (29 in 2024/25), with expertise across fundraising, marketing, HR, property management, grant-making and financial management.

We are committed to – and hold ourselves and each other to account for – the following core behaviours:

- Setting ourselves challenging goals, in order to achieve more for the charity's beneficiaries
- Working as one team, sharing information and ideas, and valuing our diverse range of backgrounds and contributions
- Solving problems, using our resources, our networks and our creativity to provide a better service
- Creating opportunities to learn, and supporting each other to grow
- Enjoying our work, celebrating our successes and finding time to have fun as a team.

The role

Overall

The Head of Grants & Impact is a crucial role for our charity, encompassing:

Leadership and management

- Line managing the Grants Officer and Grants Administrator, ensuring that team members have direction, support and development opportunities
- Effectively contributing to the wider leadership team

Grant management

- Lead and effectively manage the grant management process for all restricted and unrestricted commitments
- Lead collaborative work with colleagues to ensure systems and processes are effective and user friendly for staff at the Charity and the Clinical Group
- Lead on systems development of a long-term grants management system, with a focus on good governance
- Lead on implementation of the grant strategy, ensuring maximum impact
- Provide accurate grant tracking information and contractual financial commitments

Support grantees

- Assess relevant funding proposals to ensure they meet required criteria/guidelines
- Work closely with the Clinical Group to co-design relevant applications for submission

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- Setup a monitoring and evaluation process to ensure projects are effectively delivered
- Provide guidance to grantees on future impact reporting requirements
- Resolve and respond to grantee queries regarding funds

Engage with stakeholders

- Collate data to improve understanding of the impact of funds
- Working with the Clinical Group to provide regular updates of current and future projects
- Lead engagement on ways of working with colleagues at the Clinical Group (including the Research Management Committee), to maximise impact and understand their priorities and long-term strategy
- Working with partner charities to share learnings and identify projects of mutual benefit

Collaborative working

- Assist the fundraising team in demonstrating impact to funders to ensure compliance with donor requirements
- Liaising between fundraising and the Clinical Group to update on project delivery
- Work closely with the finance and fundraising teams to create a link between grant compliance and income reporting

Other responsibilities

- Undertake other duties which may from time to time be requested by the Senior Leadership Team
- Represent the Charity at external meeting and through relevant industry groups

What we're looking for

REQUIREMENTS	ESSENTIAL	DESIRABLE
EDUCATION & QUALIFICATIONS	<ul style="list-style-type: none"> NONE 	<ul style="list-style-type: none"> Educated to degree-level or higher in an appropriate field (e.g. bio-medical sciences) or equivalent experience
EXPERIENCE	<ul style="list-style-type: none"> Experience working in a similar role with a health focus, within the not-for-profit or NGO sector Extensive experience of using grant management systems and processes Demonstrable experience of impact evaluation Experience of developing grant management processes Direct experience of report writing and reporting to a Board or committee 	<ul style="list-style-type: none"> Experience of leading programmes and funding functions, in a not-for-profit setting Experience of specifying and reporting impact of charitable programmes Direct experience of report writing and reporting to a Board or committee
KNOWLEDGE	<ul style="list-style-type: none"> Understanding of the healthcare context, including political context and the innovation/ research environment Expert knowledge of understanding impact in the not-for-profit sector Extensive knowledge of grants governance and Charity Commission guidance on grant making Working knowledge of finance processes 	<ul style="list-style-type: none"> Understanding of strategic risk management

SKILLS & ABILITIES	<ul style="list-style-type: none">• Ability to lead and inspire teams, including developing team members skills• Highly analytical approach, able to assess and synthesise data sources to inform decision-making• Able to develop strong relationships with a range of stakeholders internally and externally• Advanced problem-solving skills and ability to make decisions based on analysis of issues	<ul style="list-style-type: none">• Highly effective communicator, with the ability to explain complex financial information to people with varying degrees of financial knowledge
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Flexibility statement

The content of this job description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The job description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, the needs of the organisation and always following consultation with the post holder.