



the centre for **voluntary action**

## JOB DESCRIPTION

<b>Job Title:</b>	Head of Grants and Partnerships
<b>Salary:</b>	SCP 50 £48,313
<b>Responsible to:</b>	Deputy CEO
<b>Location:</b>	Working hours divided between BVSC Offices (Latham House, 33 – 34 Paradise Street, Birmingham, B1 2AJ) and home address, as agreed by BVSC
<b>Hours of work:</b>	35 per week

### Purpose of the Role:

- To develop the grants management function within BVSC.
- To develop relationships with funders and secure appropriate opportunities to administer grants to the Voluntary and Community Sector.
- To ensure each grant program is developed within the framework outline by the funder and delivered successfully within set criteria, budget and timeframes.

### DUTIES AND RESPONSIBILITIES

1. To be responsible for the overall grant and contract management function at BVSC.
2. Delivery of grant and contract processes to achieve strategic aims of BVSC and partners.
3. Development of grant and contract management approaches that reflect the ethos of a CVS
4. To secure on-going opportunities and to create new opportunities in line with the needs of the sector.
5. To develop relationships with key partners across all sectors to support the development and delivery of the grant making function.

6. To be responsible for the end-to-end management of each grant program, including but not limited to: bidding guidance, eligibility criteria, launch and advertising, aims and objectives, monitoring and evaluation, assessment process and panels, scoring model, rejection/acceptance criteria, condition of grant (COG) Offer, payments, programme recording system, support/monitoring and evaluation of the program.
7. To ensure the development of each grant program is fair, transparent and inclusive and the program reaches a broad range of organisations/individuals.
8. To continuously develop the function in line with needs and ensure the right processes and procedures and structures including staffing and IT are in place to deliver successful grant management programs.
9. To understand the outcome and outputs we are contracted to deliver and to ensure data is collected in a robust and timely manner for internal management purposes and that information is reliable and reconciled to the measures used by the funders. To develop management tools to provide accurate and timely information.
10. To monitor the quality and quantity of information of grant making programmes to support the monitoring and reporting process.
11. To ensure that all the reporting criteria for each grant program is met.
12. To manage contract variations when required and to manage the risk associated with each program.
13. To line manage staff as required
14. To actively contribute to productive working relationships with all staff and external stakeholders.
15. To convene and attend project meetings as and when required.
16. To respond positively and constructively to internal performance management processes and to contribute to the ethos of continuous improvement within the Corporate Services & Finance directorate and BVSC.

**Corporate:**

17. To contribute to all in-house and external information and communication activities.
18. To ensure the implementation of BVSC's policies and procedures including Health and Safety legislation and Equal Opportunities.
19. To keep abreast of and observe internal policy developments and changes.

20. To keep abreast of strategic and policy issues affecting Data Collation and the Data Protection Act 1998 and to contribute to policy analysis activities as appropriate.
21. To ensure your own continuing professional development by undergoing training, attending conferences and seminars and by any other appropriate means.
22. To write reports, carry out presentations and undertake administrative duties in connection with the post to a range of audiences.
23. To carry out evening and weekend work where required.
24. To undertake any other delegated duties as reasonably requested that correspond to general character and level of responsibility commensurate with the post
25. To promote BVSC across the city and to have a high degree of corporate responsibility and loyalty to the charity.

## EMPLOYEE SPECIFICATION

	Application	Test	Interview
<b>Experience:</b>			
1. Proven experience of managing the delivery of grant programs			
2. An understanding of the Voluntary and Community sector			
3. Proven experience of developing maintaining and improving robust and efficient monitoring systems in a complex organisation	✓	✓	✓
4. Proven experience of showing attention to detail and accuracy in the work you produce	✓	✓	✓
5. Proven numeracy and financial analysis experience.	✓	✓	✓
6. Proven experience of building and maintaining relationships with grant holders and of advising them on the guidelines to which they should be working	✓		✓

7. Proven track record in building and maintaining partnerships across the private, statutory and voluntary sector and understanding confidentiality issues	✓		✓
8. Proven experience of the ability to interpret and explain financial information and concepts to budget holders, administrative staff and programme partners	✓		✓
9. Proven experience of reviewing claims and information submitted by delivery partners and ensuring they align with the terms and conditions of contract	✓	✓	✓
10. Ability to produce accurate work to deadlines and to be organised, systematic and flexible in your approach	✓		✓
11. Proven experience and excellence in the use of Information Technology (including Excel, Access, Word, E-mail, databases, spreadsheets and Internet) and experience of financial software of its potential uses in managing financial resources	✓	✓	✓
<b>Skills:</b>			
12. Evidence of working on own initiative with minimal supervision.	✓	✓	✓
13. Good communication and presentational skills with the ability to provide information guidance and support for a range of audiences	✓	✓	✓
14. Excellent inter-personal skills with a proven ability to manage challenging and competing demands, respond to change and act under pressure.	✓	✓	✓
15. Strong attention to detail in the production of paperwork relevant to the project	✓	✓	✓
16. Demonstrable ability to work effectively within a team, to build and maintain effective working relationships.	✓		✓
<b>Attitudes/Behaviours:</b>			
17. Understanding of and commitment to the ethos of BVSC as expressed in its Strategic Plan.			✓
18. Demonstrable commitment to BVSC's equal opportunities and anti-discrimination ethos and an ability to incorporate it into practice.			✓
19. Empathy with the values of the voluntary sector and the policy context within which BVSC operates.			✓
20. Creativity and enthusiasm with a positive and solutions-focused attitude		✓	✓

## ACKNOWLEDGEMENT OF RECEIPT

I have received my job description, which I have read and agreed.

Signed ..... Date .....

Signed on behalf of Birmingham Voluntary Service Council

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Position ..... Date .....