

Job Description

Grants and Compliance Manager

Nicholas Chamberlaine's School Foundation

Introduction

Nicholas Chamberlaine made a Will three weeks before he died in 1715 at the age of 83. He had been Rector of Bedworth for 51 years. His legacy lives on more than 300 years later and has benefitted thousands of young people and the elderly over three centuries. The Churchman had a heart for Bedworth and its people and the Trustees today try to fulfil the principle of that caring through the School Foundation and the Hospital and Sermon Charity. The latter charity is responsible for the Bedworth Almshouses and is served by the same Trustees.

The School Foundation is a grant giving body that operates within an original scheme written in 1970 and updated several times over the last 50 years. The objects of the charity requires the trust to support the schools of the foundation and in the provision of religious instruction both in the schools and with the provision of Sunday Schools and other ways. The objects also include for providing new schools and other educational benefits such as supporting local voluntary groups. Trustees would like to encourage all local schools to apply for grants in the near future. Further assistance is given through the Henry Bellairs grants to University students and to those taking up apprenticeships. All decisions made by the Trustees are discretionary.

In appointing a Grants and Compliance Manager/Administrator the Trustees want to ensure that the person chosen will also understand the current and future needs of the people of Bedworth, and will strive to work in the interests of the Trust. Trustees place a great deal of importance on the need to have knowledge of the town, to be able to engage with people across the community, to make a point of getting to know voluntary groups and building on those links. Grant applications need to be fully detailed to enable the Trustees to make informed decisions that will help those who are most in need.

About the Role

The Grants and Compliance Manager will:-

Manage the grant application process including

- Inviting people, groups, schools, churches and charities to apply
- Work with grant applicants to produce good quality grant applications
- Reviewing applications against the applicable criteria
- Produce reports and evaluations of applications
- Conduct due diligence on applicants

Manage the grants award process

- Undertake correspondence with applicants
- Arrange bank payments to be made including liaise with trustees to ensure timely payments of success grant awards
- Monitoring and evaluating supported projects through visits and reports
- Maintaining records of grant awards and all applications

Financial Management and Accounts

- Ensure financial management of grants and undertake any financial control requirements
- Keep accurate financial records and liaise with Accountants and Clerk

- Maintain accurate accounts and records of expenditure, ensuring an adequate documented audit trail is available for all activities and spending
- Work with Clerk and trustees to produce budgets and in year forecasts

Administration

- In collaboration with the Clerk and secretary, prepare and assemble papers for trustee meetings, including financial forecasts, investment reports, reports on applicants and other papers as required.
- Host, attend, and advise at trustee meetings, including all preparatory work and if required minute taking.
- Prepare documents to comply with statutory regulations, e.g. Risk Assessment, Policies, GDPR
- Update trustees on best practise and appropriate updates
- Keep website up to date.
- Undertake any other administration duties as reasonably requested by trustees.

General Practice

- Be accountable for own personal development, seeking out opportunities to learn new skills in order to continuously improve and progress and keep fully up to date with relevant legislation and practice.
- Assist in the implementation of procedures & practices that develop legally compliant, efficient and effective support to the charity.
- Ensure the confidentiality of all documentation and information in line with the requirements of the Data Protection Act 2018.
- Undertake regular CPD in order to develop and apply knowledge of legal compliance, e.g. Anti-money Laundering, GDPR, Equality & Diversity, Financial Crime, Cyber Security, Modern Slavery, Anti Bribery, Health & Safety.
- Assist in the induction of new trustees and provide information, advice, guidance and training as required.
- Comply with individual responsibilities for health and safety at work, reporting any problems or areas of concern to the clerk and Chair of Trustees

Salary and Benefits

Employer: Nicholas Chamberlaine's School Foundation

Line Manager: Nicholas Chamberlaine School Foundation Clerk

Direct reports: None currently

Place of Work: The majority of the work will be from home though office space can be provided at Almshouses.

Salary: £40,000 per annum

Working hours and pattern: 35 hours per week. A request for flexible working including the possibility of annualised hours, flexitime, and compressed hours will be considered by trustees.

Duration: Permanent

Pension: Pension Scheme with Employer contributions

The role will be subject to basic a DBS check and any other checks required by the Charity Commission.

Wellbeing Package:

- 25 days annual leave, plus bank holidays and an additional 3 days leave at Christmas
- Company Sick Pay, Maternity Pay, Paternity Pay and Adoption Pay
- Positive approach to Mental Health and Wellbeing for all employees
- Eye Care Vouchers
- Training & Development

Person Specification

This section details the attributes which are required in order to undertake the full remit of this post. To be shortlisted an applicant must be able to demonstrate that they have familiarity with **the essential requirements** for the role.

AF=Application Form; I = Interview; T = Test; P = Presentation at Interview

	Essential	Desirable	Means of assessment
Qualifications			
Degree level or equivalent experience	√		AF
Other relevant professional business/ project management qualification		√	AF
Full driving licence (unless you have a disability as defined by the Equality Act 2010 which prevents you from driving) and access to independent means of travelling around Warwickshire	√		AF
Experience			
Successful track record in project / programme management including leading on multiple projects, often simultaneously	√		AF/I
Experience in setting, reviewing and effectively managing budgets and costs ensuring the delivery of services within agreed resources	√		AF/I
Experience of sustaining relationships with external partners	√		AF/I
Experience in Social and Community Development		√	I
Experience working with schools and education settings		√	I
Skills/Abilities			
Proven ability to lead engagement with grant applicants.	√		AF/I
Ability to quickly establish credibility and respect and build strong working relationships		√	I
Good knowledge of techniques for planning and monitoring grants, projects, including risk and issue management	√		AF/I
Be numerate and able to interpret, analyse and present data and statistics in reports, tables and graphs and be able to work with budgets and financial information	√		AF/I
Good IT skills, including knowledge Microsoft Office: Word, Excel, Outlook and PowerPoint	√		AF/I
Strong influencing skills, with the ability to bring order to complex situations and find innovative ways of solving or pre-empting problems	√		AF/I
Strong written and verbal communication skills, including the ability to tailor words and graphics to different audiences and present credibly to senior leadership teams	√		AF/I/P
Understanding of the Church of England and other Christian denominations		√	I
Personal Qualities			
A demonstrable understanding of and desire to support Christian Mission and Ministry.	√		AF/I
A passion for the work of the trust and a desire to serve the people of The Urban District of Bedworth with a particular focus on Bedworth.	√		AF/I
Committed to and confident in the aims and ethos of the Nicholas Chamberlaine School Foundation	√		AF/I
Available and willing to undertake evening and weekend working	√		AF/I