

Job Description

Job title:	Projects & Grants Manager
Salary:	£50,000 (1.0 FTE)
Responsible to:	Director of Finance and Resources
Hours per week:	35
Contract Type	Fixed term contract (9 months)
Location:	3 rd Floor Ormond House, 27 Boswell Street, London, WC1N 3BG

The Organisation

The National Brain Appeal funds **pioneering research, innovative treatments and world-class facilities**. to benefit patients with neurological and neuromuscular conditions. We do this working to support The National Hospital for Neurology & Neurosurgery and the UCL Queen Square Institute of Neurology – together known as Queen Square. This is one of the world's leading centres for the diagnosis, treatment and care of patients with neurological and neuromuscular conditions. These include stroke, multiple sclerosis, brain cancer, epilepsy, Parkinson's disease, and dementia.

The Opportunity

The charity is going through a period of exceptional growth and organisational change. This is a newly created role and offers the right individual genuine ownership and autonomy, and the opportunity to shape the future direction of the grants programme, while leading on a variety of other improvement projects within the charity. It represents a fantastic opportunity for a hands-on and creative project manager to design and implement a robust, fit for purpose, end-to-end delivery and reporting framework to optimise efficiency and performance and ensure good governance and compliance.

Areas of Responsibility

The following areas of responsibility are the core of the role. However, the role is flexible and will vary according to the needs of the team, and the background and experience of the successful applicant.

1. Create and embed a grant management function

- Ensure grant system and related processes and procedures meet the needs of the charity, funders and grant applicants
- Update and maintain administrative and financial data, ensuring the accuracy and integrity of data

- Work with Director of Finance and Resources to develop a robust set of KPIs for the function
- Develop and maintain procedures for grant management process and related software
- Design and deliver training for the team and/or grantees and monitor further training need on an ongoing basis
- Monitor adequacy/suitability of overall grants process and software, escalating issues promptly and highlighting areas for improvement
- Monitor and report any technical issues to IT/software developer
- Restrict and monitor access to confidential/sensitive information

2. Oversee project design, implementation and approval

- Development and communication of policies and procedures for project initiation
- Review proposed project budgets to ensure compliance with organisational policies and procedures
- Ownership of project workflow through acceptance and signature process

3. Grant & capital project monitoring

- Oversight of deployment and drawdown of grants
- Design and roll out a risk-based and funder-informed project monitoring framework
- Regular review of project progress in line with established KPIs and monitoring and evaluation requirements
- Ensure compliance with deadlines and external requirements
- Coordinate procurement for project-related purchasing activities, if required
- Prepare necessary legal documents for projects as required
- Ensure that a fit for purpose impact evaluation process is in place for all projects
- Drive continuous improvement in the project process through consistent, regular and timely post-project look-back reviews
- Ownership of major capital project/appeals, working closely with both the fundraising and delivery teams/recipients and other stakeholders, close management of the overall process and key milestones/deliverables, and ensuring timely, relevant and high quality management information, including board reporting

4. Provide robust financial administration

- Ensure grant liabilities (and their impact on residual fund balances) are correctly recorded at inception, and ensure forecast correctly reflects amount and timing of grant expenditure
- Ensure project cashflows/invoicing schedules are in place prior to grants commencing and ensuring these are updated annually ahead of the annual budget process
- Analyse monthly financial reports in collaboration with the finance manager/director of finance and resources, make corrections to grant income and expenditure as necessary and ensure changes are communicated clearly

- Ensure finance team is notified (and systems updated) promptly where there are changes to grants committed, including write-back of funds not required, and managing requests for grant extensions or increases
- Review and approve all grant-related payment requests, bills, invoices and statements
- Proactive follow-up with recipients or contractors to obtain financial/other reports
- Ensure records are maintained in line with the prevailing data protection and document retention standards

5. Communicate with grantees

- Ensure grantees are briefed on the charity's policies and the terms and conditions of any awards made
- Provide technical assistance for grantees with online applications and reporting processes
- Ensure that all submitted documents comply with the requirements of the organisation and/or funders
- Regular communication with grantees to confirm grant balances and identify potential issues

6. Wider project management

- Leading organisational and departmental projects as they arise
- Business analysis support for system changes/updates and other process improvement initiatives
- Being the go-to person for project management and process improvement, demonstrating best practice and supporting the wider team to help them shape and refine potential projects in the pipeline
- Ensuring organisational learning and continuous improvement by developing a post

Person Specification

REQUIREMENTS	ESSENTIAL OR DESIRABLE
Knowledge & Qualifications	
Educated to bachelor's degree level	D
Formal project management qualification	E
System & process design and implementation	E
Experience	
A minimum of three years' experience in project management, business analysis and/or process improvement	E
System selection and implementation	E
Experience working in voluntary sector	D

Skills & Abilities	
Excellent time management skills, capable of prioritising tasks effectively and consistently delivering to deadlines.	E
Ability to understand a problem, articulate a need, and design and commission solution	E
Excellent organisational and planning skills.	E
Personal and People Development	
Ability to work effectively cross-functionally and manage diverse internal and external stakeholders	E
Collaboration and communication; ability to put in place a change plan and see it through	E
An interest in neurology and neuroscience and/or experience of working in a hospital setting.	D
Motivated self-starter who is proactive, with a focus on continuous improvement	E
Strong interpersonal abilities and a collaborative approach	D