



RECRUITMENT PACK

GRANTS & PROGRAMMES LEAD

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JOB DESCRIPTION



KEY INFORMATION



Job Title and Code

Grants & Programmes Lead
(BDCH6211)



Department/Team

Global Programmes



Location

Battersea, London (hybrid)



Salary & Grade

£55,600 per annum
Grade B2



Hours

35 hours per week, but we're always happy to discuss flexible working, part time hours and job share arrangements



Duration

Permanent

ABOUT THE ROLE

The Grants and Programmes Lead plays an integral role within the team to deliver impact to tens of thousands of dogs and cats around the world. The Grants and Programmes Lead will manage the team of expert grant managers, guiding and empowering them to achieve impact.

The Lead will oversee several portfolios of work within the grants and programmes function at Battersea, as we expand our work to impact more dogs and cats. Over the coming five years it is planned that the size and complexity of grant making, and other forms of programming will grow, including the establishment of several multi-year programmes in the UK and abroad. The Lead will play a key role in managing change as the function grows to deliver greater impact.

This is a senior role within the Grants and Programmes team in the Global Programmes Directorate, requiring excellent experience of people management, implementing strategic programmes and good grant making practice at a team level.

The successful postholder should be comfortable taking an adaptive management approach and coaching the team to shape proposals and portfolios of work to advance the collective interests of a team. They should be comfortable working with considerable scope, and complexity and nurturing relationships with colleagues as an integral element of the role.

RESPONSIBILITIES

	Estimated % time
Lead, manage, motivate, and develop the Grants & Programmes Managers (x5) to achieve their objectives, encouraging innovation and creativity to drive real impact in their work across the organisation. Supports Managers to develop and refine strategic directions at the portfolio level, including involvement in refining ideas, and resolving escalated issues and barriers. Identifies and implements team level needs to enhance our impact.	50%
Leads on the implementation of the grants monitoring, learning and evaluation framework across the team. This includes through effective use of the grants management system across the team to collect key data across portfolios, to design and manage a cross-portfolio database, to inform progress towards strategic objectives. Ensures progress is shared and utilised to maximum effect, to drive the future of the programme. Supports Head with preparation of documentation for decision making groups.	20%
Supports Managers with the identification, negotiation, and award of complex and/or high value strategic partnerships both in the UK and abroad. Poses and fields questions of considerable complexity and sensitivity and uses discretion in carrying out a constructive and effective dialogue; participates in dialogue by sharing ideas/solutions, suggesting alternatives, supporting the contributions of others, and in other ways advancing Battersea's strategic interests.	10%
Team lead on identifying storytelling opportunities that demonstrate impact across portfolios, creating an efficient way of working across the team with our internal communications colleagues. Key contact for Brand and Marketing colleagues seeking input to shape activity.	5%
Works with the Head to design and deliver animal welfare grant maker engagement plan and activities, including funder convenings.	5%
Identifies and manages commissioned research and/or consultancy support required at the team level, making decisions on how to proceed and/or making recommendations to decision makers to inform strategic objectives and intent. Contributes to advancing the wider Global Programme strategy.	5%
To deputise for the Head of Grants & Programmes on occasion and/or to represent the team in cross-organisational projects. To develop and deliver workshops or sessions as part of the Battersea Academy or wider stakeholder engagement.	5%

PERSON SPECIFICATION

ESSENTIAL

- Proven knowledge and skills to ensure planning, organizing, prioritizing across a team, and overseeing activities to meet objectives in a strategic grant making context.
- Proven experience of successfully motivating, leading, and developing high performance, including setting clearly defined objectives, managing performance and wellbeing.
- Proven experience of establishing and nurturing relationships, including in convening stakeholders as an integral element of strategic communication efforts and/or advocacy efforts to influence action.
- Proven grant making experience throughout the lifecycle of a grant, and in establishing and maintaining good grant making practice.
- Intercultural competence and proven commitment to advancing diversity and inclusion within grant making activity.
- Ability and willingness to travel in the UK and abroad.
- Understanding and experience of managing safeguarding and other risks in an international context.
- Proven experience of learning, monitoring, and evaluation in a grant management context.
- Understanding of how change happens, including policy and/or regulatory and human behaviour change.
- Experience of leveraging systems and databases to gather and present data, and in utilising evidence to form compelling and evidence-based stories.
- Excellent written English, highly numerate and advanced user of MS Office and other IT Systems
- Significant interpersonal and consultative skills, including the ability to communicate, present, negotiate, influence and build credibility with colleagues and external parties
- Significant experience of showing empathy and demonstrating resilience under pressure and dealing with distressed people and animals
- Significant experience of managing and prioritising a high workload and multiple complex issues and tasks in a changing environment with tight deadlines.

DESIRABLE

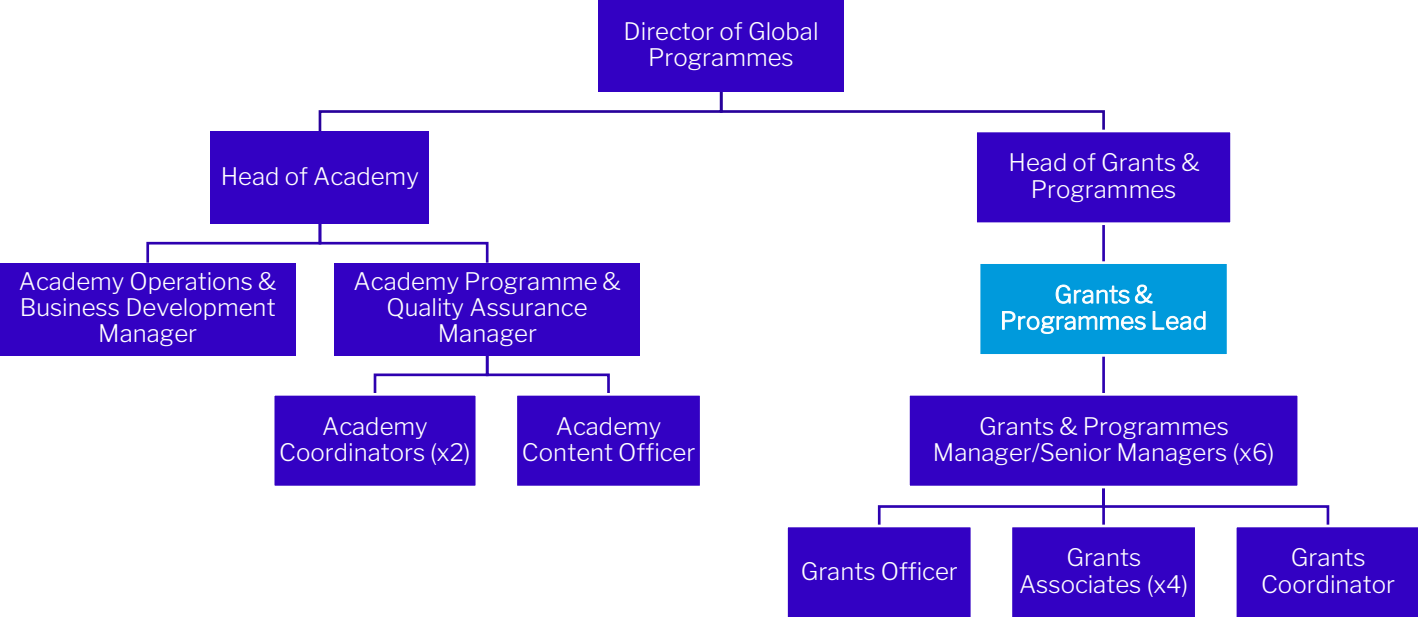
- Experience of leading a new and growing team.
- Experience of supporting grantees to advance policy/regulation and/or human behaviour change.
- Experience of engaging other funders to achieve shared goals.
- Experience of engaging Boards, Panellists, and other decision makers in the award of grants.
- Experience of developing or participating in a grant making network.



HYBRID WORKING POLICY

We operate a hybrid working policy, with our office-based staff splitting their time between site based and home working. We believe this enables our office-based staff to maintain the benefits of home working, while allowing for collaboration and interaction with our animal-facing staff and maintaining a connection to our cause. As such, you'll be expected to work in our Battersea office for at least 50% of your working week.

POSITION IN THE TEAM



YOUR APPLICATION



KEY DATES



Closing Date

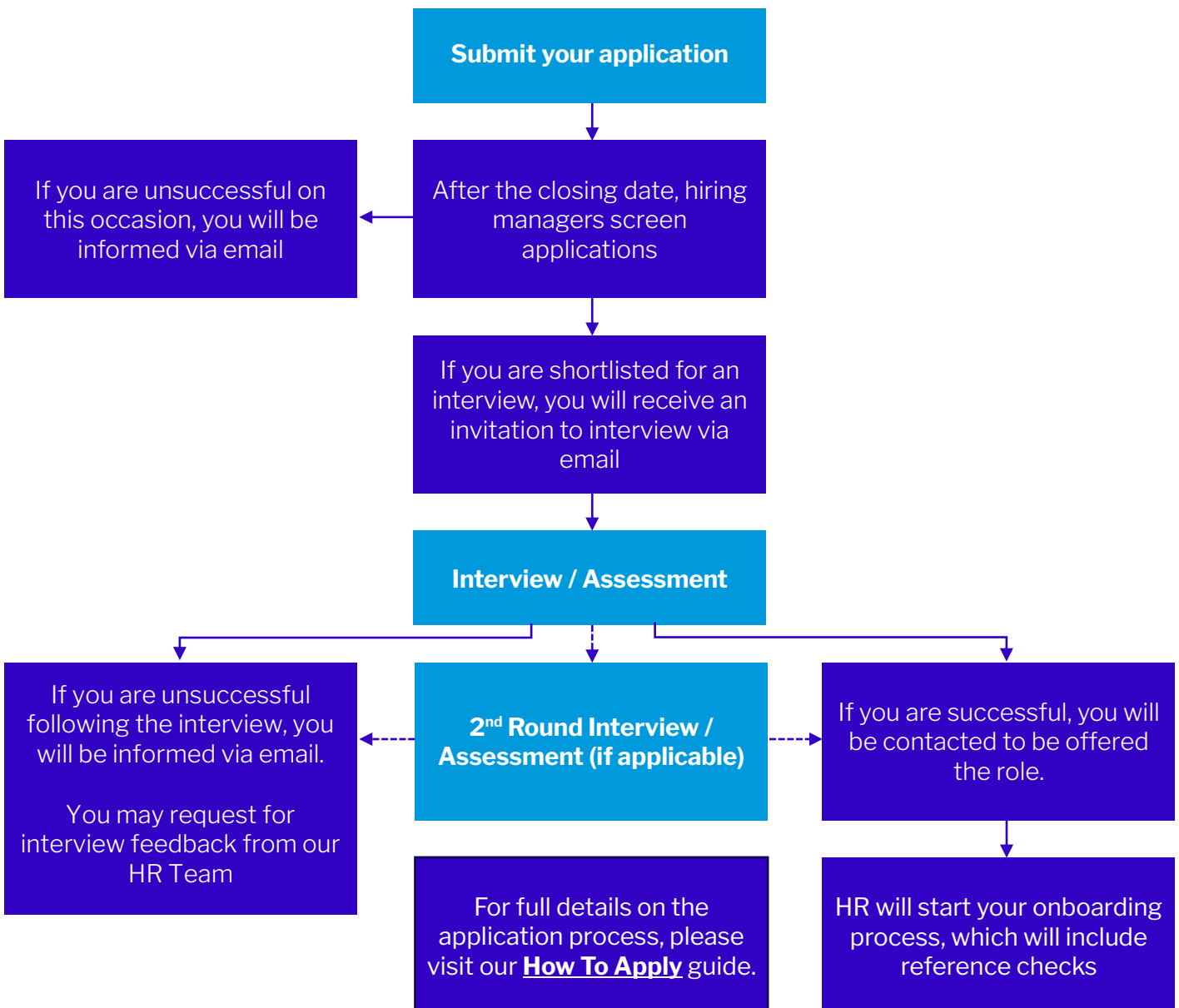
22nd January 2025



Interview Date

w/c 27th January 2025 (1st round);
w/c 3rd February 2025 (2nd round)

APPLICATION PROCESS





COMPLETING YOUR APPLICATION

The information below is provided to support you with completing your application.

- Our application forms will ask you for:
- Employment History
- Educational History (which is non-mandatory)
- Either a supporting statement of no more than 1000 words; or
- Responses to short-answer questions.

The statement and short-answer responses are a very important part of your application. This is your opportunity to showcase your knowledge, skills and experience, and how this relates directly to the person specification for the role.

Please provide specific examples where possible and demonstrate your key achievements. You might also consider referencing Battersea's key values in your application (for more on these values, please see the Life at Battersea document).

Once your application is complete, we encourage you to provide your diversity monitoring information. Whilst this is entirely voluntary, completing this information will form part of an anonymised data set to help us understand, measure and take action to ensure our processes are inclusive. Your information will remain confidential, be held in line with GDPR requirements and will not be used to determine whether you are shortlisted for any role (s) you apply for.



DIVERSITY AND INCLUSION

OUR COMMITMENT

We are committed to providing a welcoming and inclusive experience for all staff, volunteers and trustees and those hoping to join us. We operate an anonymised shortlisting process and actively seek to ensure our process is fair and equitable for all.

We understand the value of diverse voices, perspectives, and experiences to help us deliver even more for our dogs and cats, and we welcome applicants from all sections of the community.

WORKPLACE ADJUSTMENTS

As a Disability Confident Committed Employer, we will also ask about any adjustments you may need at the application and/or interview stage. And, if you are offered a role with us, we'll talk to you about any workplace adjustments you may need to help you perform at your best. If you would like to talk more about this, please contact 020 3887 8341 or email jobs@battersea.org.uk

REQUIREMENTS FOR WORKING AT BATTERSEA

Please note that all offers of employment require:

- References deemed satisfactory by Battersea
- Proof of eligibility to work in the UK. For details on which documents can be used to certify your right to work, please refer to [Prove Your Right to Work](#)

DATA PROTECTION

The information you provide in your application will be used by Battersea Dogs and Cats Home to assess your suitability for the role you have applied for.

Any special category information (such as information relating to ethnicity or sexual orientation) you choose to provide will only be used by Battersea to monitor and report on diversity and equality of opportunities. The provision of this information is entirely voluntary and will not be used in determining whether you are shortlisted for the role you have applied for.

Further information about how we protect and use your personal data is set out in our [Job Applicant Privacy Notice](#) or contact our Data Protection office at DataProtection@battersea.org.uk



BATTERSEA

HERE FOR EVERY DOG AND CAT

BATTERSEA DOGS & CATS HOME

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Battersea is a charity registered in England and
Wales (206394)

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