



**Southampton
Hospitals
Charity**

Charity Registration Number: 1206909

Recruitment Pack

head of grants and programmes



Welcome from Chief Executive



Thank you for your interest in the role of Head of Grants and Programmes. This is the first time that Southampton Hospitals Charity has recruited for this position, and it comes at an exciting time in the Charity's existence. I'm delighted that you may be considering making an application.

On the 1st of April 2024 the Charity went through a major organisational change, converting from an unincorporated charitable trust within the governance of University Hospitals Southampton NHS Foundation Trust (UHS) to an independent charitable company. In this new structure, we have moved all our people, assets, and systems outside of the NHS to be better placed to increase our impact and raise income substantially.

We are now looking to the future and the development of a new strategy to set out our vision for how we will grow our reach and impact and continue to deliver improvements to the care our local community receives. We raise funds to support our grant-making programmes which have the primary purpose of improving the care and experience patients receive when using the hospitals and services run by UHS.

We are on a new and exciting journey and if you think you have the passion, the experience, and the skills to help us on our way, we'd be delighted to hear from you.

Ellis Banfield
Chief Executive Officer



About the Charity

Who we are

Southampton Hospitals Charity works to improve the care and services provided by University Hospital Southampton NHS Foundation Trust. We make grants to support with improving patient care, clinical outcomes, the hospital environment, and pioneering research.

Our incredible supporters enable us to make a difference to thousands of patients every year. Our mission is to raise funds to support world class healthcare at University Hospital Southampton NHS Foundation Trust, and we work to ensure that donations have a real impact for patients, staff, and families.

Our impact

Every year we fund projects that make a difference to patients and families. Over the past 18 months we have supported with a wide range of initiatives, including:

Providing £1.5m towards refurbishing our children's trauma and orthopaedic ward

We recently funded the refurbishment of a ward within the Children's Hospital here at UHS.

The unit is one of only two trauma units in the South of England and treats around 1,200 children every year, from broken bones to providing life-changing surgery, as well as caring for children with cerebral palsy and neuromuscular disorders.

It was originally built in the 1970's, and had not been fully refurbished since then. We provided funding for the dark and outdated ward to be transformed into a modern world-class facility. The unit has been fitted with a new ventilation system, hygienic wall cladding and flooring.

In addition to the new infrastructure the unit, our funding meant the ward now features six en-suite bathrooms, larger patient bays and pull-down carer beds, allowing parents to have a comfortable overnight stay next to their child.

Parents can also now enjoy access to a new parent's room, providing a space for them to relax, connect to other parents and rest, and the ward now benefits from a purpose-built rehabilitation room, a first of its kind for the unit where previous patients had to use a shared space.



Funding our arts in hospital programme

Our arts programme has been designed to help enhance patient care and wellbeing by bringing together a creative mix of live arts programmes and workshops for patients, the refurbishment of spaces within the hospital and on-site art exhibitions to improve the hospital environment, creating less clinical settings, and reduce anxiety.

We have introduced mental health art programmes for patients of all ages right across our hospitals, including our dementia wards and teenage cancer unit. These sessions have including music therapy, as well as creative art sessions using clay, paint, and print mediums.

These art packages are for patients interested in individual art activities, our long-term patients, or those who have been in isolation for a long period of time.

Another part of our art programme in hospital is creating a more pleasant and soothing environment for patients, visitors, and staff. Our goal is to reduce the clinical atmosphere by bringing art into the wards and units, transforming these spaces into a place for comfort and healing.

One recent project has seen the introduction of artworks into the Nuclear Medicine Unit. We have been able to purchase stunning pieces of art which we have combined with new wall vinyls and furniture across the waiting areas, scanner rooms, injection rooms, and blood test stations. By surrounding patients with beautiful and engaging artworks, we aim to alleviate their fears and promote a more positive healing experience.

Having these creative spaces is crucial to enhance patient care through the transformational power of art.



Delivering our carer support service across our hospitals

Southampton Hospitals Charity delivers a Carers Support Service for unpaid carers accessing our hospitals.

As a Charity, we are committed to supporting patients, their families, and their carers, and our carers service is at the forefront of this. We aim to work closely with carers, offering emotional support and being an advocate for their involvement during the stay of their loved ones in the hospital.

We offer practical and emotional support for patients and their carers which includes assessments, signposting, a weekly carers café and meal vouchers for those needing to stay overnight with their cared for person.



Job description

Job title: Head of Grants and Programmes

Reports to: Director of Operations and Resources

Role purpose

We are excited to be seeking a talented and motivated individual to join Southampton Hospitals Charity as our Head of Grants and Programmes. This will be our first Head of Grants and Programme role and will provide the right candidate with a rare opportunity to implement and oversee the delivery of the Charity's new £2.5 million dedicated grant programmes from pre to post award.

Covering four programmes (**Patient Care, Research & Development, Clinical Innovation and Staff Education & Improvement**), the post holder will be responsible for managing circa £2.5 million of expenditure each year, ensuring they deliver impact for patients, staff and donors.

This role will be key, as we launch our ambitious new strategy to grow our reach and impact, and this opportunity offers the right candidate the chance to implement new ways of working as part of the management team and leading a committed team.

This role would also oversee the programmes delivered by the Charity, offering the opportunity to grow these areas of work and directly influence the impact on patients and difference we make.

We are looking for a passionate individual with the drive to deliver this programme of work, but most important they will believe in the Charity's mission and ensure that every aspect of our work supports its delivery.



Main responsibilities

Grant Management and Compliance

- Oversee the delivery of the charity's dedicated grant programmes from pre to post award: **Patient Care, Research & Development, Clinical Innovation and Staff Education & Improvement**. The post holder will be responsible for circa £2.5M expenditure per annum ensuring they deliver impact for patients, staff and donors (grant values typically range from £2K to <£0.5M).
- Oversee the management of the charity's current grant portfolio; ensuring grants are delivered on time and in accordance with internal processes.
- Ensure compliance with financial obligations (inc. payments, reconciliations and audits) and regulatory obligations (inc. data management, grant award contracts, procurement).
- Ensure grant making processes reflects and champion current best practice.
- Oversee the implementation and management of a Grants Advisory Committee.

Relationship and Stakeholder Management

- Build relationships with key stakeholders within UHS, including senior health professionals, executive team members, partners and beneficiaries.
- Act as primary liaison for the charity's grant making responsibilities, ensuring alignment with charitable objectives and 2024-2027 strategic mission.
- Provide support to Director of Operations and Resources and the Senior Leadership Team, fostering a collaborative approach to grant programme delivery in tandem with fundraising, communication and art programme goals.
- Represent the organisation at meetings, site visits, events and other external facing activities as required.
- Implement hybrid applicant and grantee support functions (e.g. webinars, Q&A events, promotional events, annual learning events).

Strategic Planning and Funding Prioritisation

- Lead the development of the charity's grant-making function, working with internal and external stakeholders in identifying key funding priorities that align with the charity's mission and future goals.
- Develop strategies for allocating resources effectively and the ongoing review of grant programmes (aiming for continual improvement).
- Develop strategies for working in partnership with UHS for joint decision making, the effective management of capital awards and high value grant requests.
- Identify new grant opportunities and potential partnerships to diversify funding streams.
- Maximise grant impact by contributing to the business planning process.

Main responsibilities

Evaluation, Reporting and Impact

- Oversee processes for effective grant monitoring, reporting and analysis of grants portfolio.
- Develop and implement an evaluation framework for the charity's grants programme, ensuring this is embedded and linked to organisation wide reporting mechanisms and measurable outcomes are achieved.
- Use data and insights to inform the continuous improvement of grant-making practices and programme development.
- Utilise information captured to promote grant programmes and support Fundraising and Communications Directorate.
- Support the Impact and Evaluation Officer.

Programme Delivery Management

- Develop a robust online grant management system.
- Co-ordinate cross-functional activities and resources to enhance the delivery of grant programmes.
- Ensure the design and delivery of grant programmes underpins strategic objectives.
- Develop strategic engagement programmes.
- Keep abreast of changing external trends.
- Manage any Charity-led programmes as required and ensure all programmes are appropriately managed and evaluated for impact and value for money.

General

- Support the line management and continuing professional development of the grants team.
- Ensure content and material is in line with Directorate of Fundraising and Communications for marketing, publications, website and social media responsibilities.
- Support the wider work of the organisation, contributing to All Staff events/meetings as required.
- Support the Director of Operations and Resources in the preparation of necessary Trustee reports, annual reports and impact reports.
- Support EDI journey.

This is not an exhaustive list of duties. The need for flexibility is required.

Person specification

Knowledge and experience

- Substantial experience in grants management, within a relevant not-for-profit setting (e.g. healthcare charity). Post holder must be proficient with pre and post award responsibilities including assessment.
- Demonstrable track record of contributing to organisational strategy.
- Demonstrable track record of utilising grants management systems.
- Demonstrable track record of budget management.
- Proven ability in managing impact measurement of charitable programmes.
- Proven ability in Committee Management.

Skills, abilities, and behaviours

- Strong attention to detail.
- Financially proficient.
- IT proficient.
- Excellent problem solver.
- Excellent communication skills with the ability to build relationships with a wide range of stakeholders.
- Strong strategic thinking with excellent leadership skills and experience in managing and developing others.
- A passion for the charity's mission and a commitment to delivering high-impact programmes that enhances patient care.

Terms of appointment and how to apply

Reports to: Director of Operations and Resources.

Salary: £50,000 to £60,000 pro-rata.

Hours: 30 - 37.5 hours per week.

Contract: Permanent.

Pattern of work: We offer hybrid working to provide flexibility for our staff. As part of this approach, the required time working in the office for this role will be dependent on contractual hours. For this role 2 to 3 days would be required in the office.

Place of work: Southampton General Hospital, Tremona Road, Southampton SO16 6YD.

Benefits of working here:

- Between 5% and 10% matched pension contribution.
- 28 days paid annual leave (plus bank holidays), pro-rata according to contracted hours.
- Generous enhanced maternity, paternity, and adoption leave schemes, alongside statutory entitlements.
- Access to Occupational Health support.
- Employee benefits package via Vivup.

How to apply:

For an informal discussion about the role please contact Beth Hall, Director of Operations and Resources - beth.hall@southamptonhospitalscharity.org

To apply, please send the following to Alex West, Business Manager - recruitment@southamptonhospitalscharity.org

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

Closing date: Friday 8th November 2024.

Interviews: w/c Monday 18th November (tbc).





University Hospital Southampton

At Southampton Hospitals Charity, we bring people together to raise life-changing funds for University Hospital Southampton.

From specialist services to pioneering research, our incredible supporters enhance care, experience and outcomes for thousands of patients each year. For more information or to make a donation, contact us on:



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Southampton Hospitals Charity

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Southampton Hospitals Charity UK



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