

JOB DESCRIPTION

JOB DETAILS

Job Title:	Research and Impact Manager
Salary:	£40,774 (grade 6)
Base:	Manchester, all roles are office based however there is some opportunity for occasional working from home
Hours:	37.5 hours per week
Contract:	Permanent
Holiday entitlement:	Starts at 27 days per year, rising to 29 after 5 years and 33 after 10 years plus all statutory bank holidays.
Pension scheme:	All new starters are automatically enrolled in the workplace pension scheme subject to meeting the qualifying criteria. If you choose to opt out within the first month, any money that you paid into the pension scheme will be refunded in full.

ORGANISATIONAL ARRANGEMENTS

Accountable to:	1. Trusts & Foundations Manager 2. Philanthropy & Partnerships Manager
Other Key Relationships:	1. Head of Philanthropy 2. Grants Manager 3. Philanthropy fundraising team 4. Wider Charity team

JOB PURPOSE

To identify new prospects (trusts, foundations, philanthropists, corporates) to support the development and strategic objectives of The Christie Charity.

To manage post-award impact and reporting requirements of The Christie Charity and work closely with the Grants Manager, who will focus primarily on the pre-award stage of the grant life cycle.

To source and share industry information across the Charity.

The role will be instrumental in both developing and expanding our prospect pipeline, identifying new opportunities and providing high-quality research materials to support our fundraising efforts

WHY THE CHRISTIE CHARITY?

If you want to make a real difference to cancer patients and are ready to rise to the challenge of working for one of the most successful charities in the Northwest, this role could be for you.

The Christie Charity is a vibrant, fast moving, energetic organisation with a passionate team and a fantastic reputation. This is an exciting time to join The Christie Charity as we embark on a period of transformational growth with the launch of key capital appeals enabling us to see a real step change in our income. We are looking for dynamic individuals to join our successful fundraising team at this exciting time.

We are an independent charity and everything we do is geared to supporting the renowned Christie hospital to ensure that cancer patients receive the highest level of treatment and care and have access to world leading research and technology. We provide enhanced services over and above what the NHS funds.

The Christie Charity operates from the same campus as The Christie NHS Foundation Trust.

DUTIES AND RESPONSIBILITIES

1. To support the Philanthropy fundraising team by undertaking regular research on prospective funders (trusts and foundations, major donors, corporates) using a range of resources and tools to help build and maintain a strong prospect pipeline.
2. To carry out due diligence checks on new prospects and support the team to review existing funders.
3. To maintain oversight and provide analysis of the external funding landscape and trends and share industry information across the Charity.
4. To contribute to the development of the Charity's prospect research strategy, as well as the Philanthropy team strategy so that plans and targets are as up to date and relevant as possible.
5. To align appropriate and relevant funding opportunities with funder priorities and the Charity's strategic objectives and priority projects.
6. To set up and/or maintain accurate, up-to-date records on the Charity's CRM database, ensuring all necessary information is effectively recorded and accessible.
7. To collate and provide information to support effective donor engagement for the Philanthropy team, including preparing clear, well-structured prospect profiles, funder summaries and briefings to support fundraising activities.
8. To collate and present information regarding approved projects in order to share with the whole Charity team to support fundraising efforts.
9. Take ownership of grants following issue of the award letter or grant agreement and act as the main contact for grant holders during project delivery. Monitor progress against agreed objectives, milestones, timescales and outcomes, and ensure grant holders meet reporting requirements and comply with award conditions.
10. Maintain accurate and up-to-date post-award grant records, collect and analyse evidence of project outcomes and impact, and produce clear progress reporting for internal Charity stakeholders.
11. To input and help shape the monitoring and reporting approach and requirements which are proportionate, for funded projects.
12. Manage routine post-award variations and escalate material changes in scope, purpose or value for further approval.

13. To lead on closure of grant awards, ensuring final reporting, financial position and outstanding actions are resolved. Ensure to share lessons learned in the process.
14. To support the running of events for the Philanthropy team, including support with planning, managing responses, coordination on the day of the event and planned follow-up to the event.
15. To support general duties which contribute to the smooth running of the Charity, including administrative tasks and working in the Charity centre when necessary.
16. To undertake other project work as assigned by the senior management team.
17. To take responsibility for own learning and for keeping up to date with all relevant charitable and legal issues to ensure all activities comply with legal requirements and are as effective as possible.
18. To contribute to the efficient and effective running of the Charity as a whole, to ensure departmental resources are maximised and business plan targets are met.
19. To undertake any other duties appropriate to the grade of the post to help with the spreading of the workload and smooth running of the department.

RISK MANAGEMENT

It is a standard element of the role and responsibility of all staff of the Charity that they fulfil a proactive role towards the management of risk in all their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

RECORDS MANAGEMENT/DATA PROTECTION ACT

As an employee of the Charity, you have a legal responsibility for all records that you gather or use as part of your work within the Charity. The records may be paper or electronic. Employees must consult with your manager if you have any doubt as to the correct management of the records with which you work.

HEALTH AND SAFETY REQUIREMENTS

All employees of the Charity have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Charity to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Charity's undertakings.

CONFIDENTIALITY AND INFORMATION SECURITY

As a Charity employee you are required to uphold the confidentiality of all records held by the Charity. This duty lasts indefinitely and will continue after you leave the Charity employment. All Information which identifies individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the Data Protection Act 2018 and should be managed in accordance with this legislation.

CHARITY POLICIES

The Charity operates a range of policies, and all employees must observe and adhere to the provisions outlined in these policies.

EQUALITY, DIVERSITY AND INCLUSION

The Charity is committed to advancing equality, diversity and inclusion for all our staff. We want to ensure that everyone who works at the Charity or uses our services is welcomed, valued and treated with dignity and respect.

It is your responsibility to understand and work in line with the Charity's equality, diversity and inclusion policies. You should value others and treat everyone you meet at work with fairness, dignity and respect at all times and uphold their human and other rights.

INFECTION CONTROL

You have a responsibility to comply with The Christie NHS Foundation Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this. In The Christie Charity you will at times be asked to operate on the hospital site and as such you will have a responsibility to comply with this policy.

Please note that The Christie site is a non-smoking site.

Date Prepared:

Prepared By:

Agreed By:

Employee's Name and Signature:

Date:

Manager's Name and Signature:

Date:

Date Reviewed:

Reviewed By:

PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria	Method of Assessment
Qualifications	Education to post graduate level or equivalent.	Fundraising or marketing qualification.	Application/ Certificates
Experience	Experience in a fundraising role. Experience of the charity sector. Experience of grant management process or impact analysis. Strong knowledge of good practice relating to grant monitoring and reporting Experience of working with senior stakeholders and project leads. Experience of using a CRM system or database. Commitment to maintaining high-quality data.	Experience of prospect research. Knowledge of GDPR.	Application/ Interview/ References
Skills, knowledge & competencies	Exceptional interpersonal skills and an ability to develop and manage long-lasting relationships effectively at all levels. Excellent communication skills, both oral and written, including an ability to summarise information and develop concise updates and reports. Knowledge of prospect research techniques. Ability to work with a high level of accuracy and attention to detail. Well organised and with an ability to prioritise workloads and meet deadlines. Strong analytical skills. Highly IT literate. Confidentiality. Knowledge of data regulations and fundraising compliance. Full UK driving licence and access to a car with business insurance.	Raiser's Edge NXT experience. Knowledge of charity law.	Application/ Interview/ References
Personal attributes	Solution-focused and motivated. Confident approach, hardworking, committed and reliable.		Application/ Interview

	Open, honest and fair. A team worker that treats colleagues with dignity and respect. Able to work occasional unsocial hours.		
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