

Job Description

Job title	Grant Manager
Location	Sheffield
Hours	<p>Full time, Fixed term for 24 months</p> <p>This post will require frequent travel and overnight stays, particularly during the start-up period and at other key points during the programme.</p> <p>We are open to flexible ways of working to meet the demands of the role.</p>
Reports to	Head of Network
Staff responsible For	TBC
Date	March 2019
Salary	Manager pay scale - £27,000 - £37,000 (depending on experience)
Benefits	<ul style="list-style-type: none"> ● All employees with contracts of six months or more are invited to be a Member of the Good Things Foundation Staff Owned Mutual. This gives you voting rights for Staff Board Directors and at the AGM (Annual General Meeting) ● 30 days holiday per year ● 10% Employer contribution to a personal stakeholder pension scheme (when you contribute 5%) ● Up to £500 contribution for work related training (or £200 for personal development and £300 for work related training) ● Travel, subsistence and accommodation expenses while in the field will be paid in line with our Expenses Policy

<p>Job Purpose</p>	<p>A pivotal role on a ground-breaking project helping people improve their lives by developing and growing their digital skills as part of employability, financial inclusion and small business support programmes. The Grant Manager will lead the development and delivery of grants programmes within Good Things Foundation, working closely with programme delivery teams.</p> <p>You'll coordinate the whole lifecycle of grant making (pre-application, assessment, decision making, grant management, and learning), ensuring people are at the heart of everything we do.</p> <p>Adapting to the local context for a defined geographical area, and striving for continuous improvement, you'll build meaningful relationships with grantees to analyse delivery and gather insight to feed into iterative programme development. You will have strong attention to detail as you will be responsible for risk management, budget, decision-making and quality assurance activities.</p> <p>With excellent communication, people management and influencing skills, you will support, coach and develop a team of people who may not all report directly to you.</p> <p>You will engage stakeholders, encouraging connectivity and networks within and outside the organisation, and be equally confident working alongside both grassroots and national organisations.</p> <p>Working in an agile way, you'll continuously improve our ways of working to make sure the delivery of activities meet the needs of those facing social exclusion.</p>
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Key Objectives and Accountabilities

Key responsibilities and objectives

- Manage and support the grant programme requirements through to implementation and evaluation.
- Identify and develop strategies to optimise the grants administration and management process.
- Manage the strategic development of grant making within the organisation, working closely with the Leadership team to align priorities with organisational strategy and funder requirements.

Pre-application and assessment

- Assess applications for funding, analysing information against criteria, including interpreting financial accounts and data and reaching recommendations to be presented to a senior level grants panel.
- Provide facilitation and secretariat functions for the panel, including recording decision making/actions and supporting the chair of the panel.
- Produce and present assessment reports and summaries, including manager reviews for decision-making meetings of panels or committees.
- Work with multi-disciplinary team to build relationships with potential applicants, guiding them through the application process including due diligence, project development and planning (e.g. KPI setting, budgets).
- Provide feedback to applicants, including those who are unsuccessful.

Grant Management

- Work proactively with grant applicants and recipients on a range of grant management topics, including:
 - Starting grant contracts;
 - Developing terms of grant;
 - Scheduling and authorising payments;
 - Reviewing progress to ensure compliance with grant contract terms and conditions (including financial compliance);
 - Problem-solving;
 - Applying and reviewing risk ratings;
 - Undertake project site visits for monitoring purposes.
- Collect and aggregate qualitative and quantitative data to demonstrate analysis of programme delivery and to curate reports for senior management and funders

- Provide detailed reports including financial allocation in accordance with programme requirements and with respect to the performance of each grant programme allocated
- Develop an in-depth understanding of the other business units within Good Things Foundation and how they can support grantees, adding value to their work
- Provide training to the new staff on grants administration, grant management and reporting
- Undertake site visits to build meaningful grantee relationships, to truly understand project delivery and to provide troubleshooting advice.

Wider programme delivery

- Work closely with the multidisciplinary project team who are responsible for designing and delivering programmes at Good Things Foundation including:
 - Programme teams who lead funder and stakeholder development and programme management
 - Volunteer workstream lead to bring together grantees and volunteering initiatives to add value to grant funded activities
 - Design and Research colleagues who lead project design and evaluation activities
- Readily share learning, insight, skills and resources to support business activities

Other

- Support grant holders to develop their work and become stronger through the Good Things' organisational development programme
- Proactively develop and maintain an appropriate network of contacts both in the grant making sector and local voluntary and community sector, relevant to our mission to inform current and future working.

Person Specification

Criterion		Essential (E) Desirable (D)	How will it be measured?
Your Experience	<ul style="list-style-type: none"> • A minimum of two years' hands on experience of end-to-end grant management. 	E	Application/ Interview
	<ul style="list-style-type: none"> • Experience of managing the delivery of grant programmes at a local and national level 	E	Application/ Interview
	<ul style="list-style-type: none"> • Experience of working with organisations that deliver employability, financial capability and small business support programmes, in a place-based context. 	E	Application/ Interview
	<ul style="list-style-type: none"> • Excellent knowledge of end-to-end grant making procedures and the link to organisation governance. 	E	Application/ Interview
	<ul style="list-style-type: none"> • Experience of managing decision making panels for grant programmes 	E	Application/ Interview
	<ul style="list-style-type: none"> • Experience of taking an agile approach - working in an iterative way to respond to feedback and develop/improve services continuously 	D	Application/ Interview
	<ul style="list-style-type: none"> • Experience of managing people/systems or procedures. 	D	Application/ Interview
	<ul style="list-style-type: none"> • Experience of collecting and aggregating qualitative and quantitative data. 	D	Application/ Interview

<p>Your knowledge and skills</p>	<ul style="list-style-type: none"> ● A confident communicator with excellent people/interpersonal skills, coupled with the ability to manage complex situations/conversations. ● Excellent relationship building skills and the ability to work extremely collaboratively both internally and externally, with people at all levels. ● Able to complete and manage potentially complex grant assessments with a working knowledge of project finances and impact measurement ● Excellent problem solving skills with a solution focussed approach ● Ability to balance strategic thinking with a practical approach to day-to-day operational delivery ● Ability to control budgets and keep track of delegated expenditure ● Highly organised with a high level of accuracy ● Excellent IT skills including using databases and Google Drive ● Understands the power of digital to transform people’s lives. ● Understanding of economic exclusion, and strategies for reducing this (e.g. employment, financial inclusion) 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Interview</p> <p>Application/ Interview</p> <p>Application</p> <p>Application</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p>
<p>Good Things Foundation Behaviours</p>	<ul style="list-style-type: none"> ● We are collaborative ● We are positive ● We are creative ● We are people focussed ● We are inquisitive 	<p>Application/ Interview</p>	

Your education and qualifications	<ul style="list-style-type: none"> • Degree or equivalent • Minimum of five GCSEs A* - C or equivalent, including Maths & English 	D E	Application Application
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Good Things Foundation is a social change organisation with a mission to ensure that everyone benefits from digital. We live the change we are seeking to achieve and encourage applications from diverse backgrounds. We operate a policy of providing equal opportunities in all aspects of work including recruitment, training, and promotion, whatever the colour, race, religion, belief, ethnic or national origin, gender, sexual orientation, marital status, age or disability of an employee, having regard to the individual's aptitudes and abilities and requirements for the job. Good Things Foundation is opposed to all forms of unlawful and unfair discrimination.