

<b>Job Title:</b>	<b>Grants Manager</b>
<b>Reporting To:</b>	<b>Director of Finance &amp; Operations</b>
<b>Salary:</b>	<b>£31,980 -£42,869 (pro rata for 22.5 hours per week £19,188 - £25,721)</b>
<b>Hours:</b>	<b>22.5 hours per week</b>
<b>Term:</b>	<b>Fixed Term Maternity Leave cover for 12 months</b>
<b>Location:</b>	<b>Home working or office based or mix of the two (office is at Alder Hey, Liverpool)</b>

<b>Job Purpose:</b>	<p>This is an exciting opportunity to embed some newly developed grant awarding processes within the Charity whilst the current Grant Manager is off on maternity leave.</p> <p>As a senior member of the operations team, the post holder will lead Alder Hey Children's Charity's grant awarding process, liaising with key members of Alder Hey Children's NHS Foundation Trust on their grant applications and reporting on outcomes.</p> <p>This role will play a key role in ensuring that the fundraising teams have the information they need to raise funds for specific projects and report back to funders and donors on impact and how their donations have made a vital difference.</p> <p>This role will also manage Alder Hey Children's Charity's commitments as regional Lead Charity for NHS Charities Together Stage 2 Funding Programme for the next two years.</p>
<b>Main Duties/Tasks</b>	<p><b>Strategic Planning, Financial Management &amp; Reporting</b> Work with the Trust to develop and implement strategic, multi-year plans and charitable spending budgets; identifying upcoming funding requirements under the four pillars of funding (Campus; Medical Equipment; Research &amp; Innovation; and Magic).</p> <p>Monitor progress against strategic plans, Key Performance Indicators and charitable spending budgets; producing regular reports for the Charitable Spending Committee.</p> <p><b>Grant Applications</b> Lead on the promotion of opportunities available to apply for Charitable Funding.</p> <p>Embed the new grant applications process, ensuring it provides detailed, relevant information to allow Charitable Spending Committee to access applications and monitor performance; smoothly links into the Trust's processes and is accessible to all applicants across the Trust.</p> <p>Support grant applicants through the process, linking them with the relevant fundraising team where appropriate.</p> <p><b>Grant Awards</b></p>

Manage the grant award process, ensuring that applications are reviewed and approved in line with the agreed authority levels.

Provide successful applicants with award letters and grant terms and conditions with the support of the Grants Assistant.

### **Grant Reporting**

Work with successful applicants to ensure that reports are received on a timely basis in line with grant requirements with the support of the Grants Assistant.

Lead on internal liaison to ensure that fundraising teams have the information they need to report back to funders and donors on how their donations have made a vital difference.

Work with the Finance Team to collate financial information on grant awards for reporting to the Charitable Spending Committee and funders.

### **Communication & Relationships**

Develop an internal communications plan, promoting both the opportunities available to apply for Charitable Funding within the Trust and the impact of projects that have been funded by the Charity. Promote the work of the Charity throughout the Trust and with funders.

Develop key relationships throughout the Trust that support the grant award and reporting process.

Develop and maintain strong working relationships with the Finance Team, working together to provide a smooth process.

Lead on providing and co-ordinating information to the Head of Marketing for the yearly impact report and Annual Report for the Financial Statements.

Be an active and supportive member of the Alder Hey Children's Charity team, contributing to the team's development and working collaboratively with colleagues and volunteers.

### **Regional Lead for NHS Charities Together Funding**

Manage the operational requirements of Alder Hey Children's Charity as the regional lead charity for NHS Charities Together Stage 2 Funding Programme.

Ensure strong communication and information sharing between all regional projects and all partners in the projects including strategic regional stakeholders.

Ensure strong processes are in place for monitoring and evaluation across all projects.

Provide robust and timely reporting, including evidence of impact and effectiveness of cross-sector partnerships in contributing to strategic priorities, back to regional stakeholders and national funder, NHS Charities Together.

### **Innovation & Development**

Be the lead specialist in grant awarding and maintain strong knowledge of relevant legislation and good practice.

Develop and maintain specialist knowledge of trends and developments in the sector, through completing relevant training, reviewing relevant press and publications and keeping up to date with industry news.

	<p>Work with the database manager to develop a solution within the CRM system for tracking grant awards and reporting.</p> <p><b>Other Duties</b> Line management of the Grants Assistant.</p> <p>Be an outstanding advocate for Alder Hey Children’s Charity in line with the core values of the organisation.</p> <p>Gain and maintain in-depth knowledge and understanding of the charity’s work, priorities and future plans and act as a spokesperson for the Charity when required, including representing at external events as appropriate.</p> <p>Any other reasonable duties as required by your line manager.</p>
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## Person Specification

	Essential	Desirable
Qualifications, Knowledge and Experience	<ul style="list-style-type: none"> <li>• Experience of awarding, managing or applying for grants.</li> <li>• Experience of planning and working towards targets.</li> <li>• Strong knowledge of legislation, accounting requirements and good practice relating to grant awarding and reporting.</li> <li>• Experience of using a CRM system or database.</li> <li>• Experience of efficiently managing and delivering a demanding and varied workload.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with and managing collaborative groups, ensuring that all parties are supported to contribute.</li> <li>• Experience of developing a grant monitoring database.</li> <li>• Experience of charity governance requirements.</li> <li>• Experience of developing grant terms and conditions.</li> </ul>
Skills and Attributes	<ul style="list-style-type: none"> <li>• Excellent communications skills, both verbal and written across a range of audiences.</li> <li>• Ability to build strong working relationships internally and externally at all levels</li> <li>• Self-motivated and positive attitude with the ability to work under pressure and prioritise in a busy environment.</li> <li>• Ability to work in a logical and organised manner.</li> <li>• Ability to work effectively as part of a team as well as independently.</li> <li>• Excellent IT skills including Microsoft packages.</li> <li>• Excellent presentation skills, with the ability to get information and ideas across clearly and succinctly.</li> <li>• A creative and lateral thinker with the ability to look for innovative solutions to problems.</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced knowledge of Microsoft Excel.</li> <li>• Experience of Adobe PDF writer software.</li> <li>• Experience of presenting at Board or Committee level.</li> <li>• Commitment to principles of equality, diversity and collaborative working.</li> </ul>
Additional requirements	<ul style="list-style-type: none"> <li>• Committed to continuing professional development.</li> <li>• Strong interest in working for a children’s health charity.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to occasionally work outside of normal office hours.</li> </ul>

	Essential	Desirable
	<ul style="list-style-type: none"> <li>• An understanding of and commitment to the values of Alder Hey Children's Charity.</li> <li>• Willingness to get involved with activities across the Charity.</li> </ul>	

## Our Values

Here at Alder Hey Children's Charity, our values guide the way in which we work. By being courageous, working together, being passionate about our work, and making sure that we are creative in what we do, helps us to deliver the support necessary so that our Hospital can continue to deliver the very best care for our young patients and their families. Our values are:

**Courage:** we try new things and take risks to innovate and drive forward new ideas. We have the courage to speak up and take a stance. We are accountable, responsive and responsible. We are unstoppable.

**Together:** we work together as one team, sharing our knowledge and learning. We work in partnership with patients, families, supporters and colleagues. We are respectful, celebrate diversity and empower each other to achieve our aims.

**Passion:** we are passionate about what we do and why we do it. We work together to share and grow. We inspire others.

**Magical:** we are fun, creative and child led. We create special moments, provide little extras and go further for our brave young patients.

Alder Hey Children's Charity will make every endeavour to make any reasonable adjustments for applicants who require assistance in carrying out their duties due to a disability. Alder Hey Children's Charity is committed to equal opportunities and positively welcomes applications from all sections of the community. Alder Hey Children's Charity is committed to safeguarding children and vulnerable adults. The post holder may be required to complete an enhanced DBS disclosure check.