

Job Title:	Grants Manager
Reporting To:	Director of Grants & Impact
Salary:	£39,428- £50,450
Hours:	37.5 hours per week
Duration:	Permanent
Location:	Alder Hey Children's Charity (based within the hospital), Liverpool/ Hybrid working

Job Purpose:	<p>This is an exciting opportunity to join a growing Grants & Impact Team, overseeing grant giving and grant management processes within Alder Hey Children's Charity.</p> <p>A senior member of the Grants Team, the post holder will manage Alder Hey Children's Charity's grant awarding process, providing approximately £5m of grant awards to the Alder Hey NHS Foundation Trust (the 'Trust') per year, with ambitions for significant growth.</p> <p>The Grants Manager will help develop and implement multi-year strategies to support the identification of fundraising needs and grant requirements. In doing so, the post holder will work closely with both Trust colleagues and our charity fundraising and marketing teams.</p> <p>The post holder will report to the Director of Grants & Impact (DoG&I) and line manage the Senior Grants Officer and Grants Officer.</p>
Main Duties/Tasks	<p>Strategic Planning, Financial Management & Reporting</p> <p>Work collaboratively with the DoG&I to develop and implement strategic, multi-year plans and budgets.</p> <p>Monitor progress against strategic plans, budgets, Key Performance Indicators and produce reports for key meetings such as the Charitable Spending Committee.</p> <p>Work with the Trust to identify upcoming funding requirements. Support the development of funding priorities, proposals and projects in line with the strategic direction of the Trust and Charity.</p> <p>Support the development of internal and external partnerships in line with our strategic plans and priorities.</p> <p>Grant Applications & Awards</p> <p>Develop and oversee the grants application process, ensuring it aligns with the charitable spending strategy and is accessible to all applicants across the Trust.</p> <p>Manage the grants awards process, ensuring that applications are reviewed and approved in line in a timely manner within the agreed authority levels.</p> <p>Support grant applicants through the process, linking them with the relevant</p>

fundraising team and other colleagues where appropriate.

Provide successful applicants with award letters and grant terms and conditions, tailored as required, with the support of the Grants Senior Officer and Officer.

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

Communication & Relationships

Lead on the promotion of opportunities available to apply for Charitable Funding.

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

Develop relationships with the Youth Forum, enabling youth voice in grant making.

Work closely with the Impact & Insights Manager to ensure that grants awarded are likely to have impact and that this is a central part of the Charity's grant making.

Work proactively with the Fundraising and Marketing Teams to ensure that sufficient information is provided in relation to planned and approved grants and appeals.

Develop and maintain strong working relationships with the Finance Team, working together to ensure financial accuracy and a smooth process of grants management.

Help promote and maintain a positive culture within the Grants & Impact team.

Line management of the Grants Senior Officer and Grants Officer.

Innovation & Development

Work collaboratively with the Digital & Database Manager and Impact & Insights Manager to develop the CRM system for tracking grant awards and reporting data.

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

Other Duties

Be an outstanding advocate for Alder Hey Children's Charity in line with the core values of the organisation.

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.

Attend and support on events run by the fundraising teams where required.

Any other reasonable duties as required by your line manager.

Person Specification

	Essential	Desirable
Qualifications, Knowledge and Experience	<ul style="list-style-type: none"> • Experience of awarding, managing or applying for grants. • Experience of planning and working towards targets. • Strong knowledge of legislation, accounting requirements and good practice relating to grant awarding and reporting. • Experience of using a CRM system or database. • Experience of efficiently managing and delivering a demanding and varied workload. • Strong track record of customer relations. 	<ul style="list-style-type: none"> • Experience of working with and managing collaborative groups, ensuring that all parties are supported to contribute. • Experience of using and/or developing a grant monitoring database or CRM system. • Experience of working at a charity. • Experience of charity governance requirements. • Experience of developing grant terms and conditions.
Skills and Attributes	<ul style="list-style-type: none"> • Commitment to principles of equality, diversity and collaborative working. • Excellent communications skills, both verbal and written across a range of audiences. • Ability to build strong working relationships internally and externally at all levels. • Self-motivated and positive attitude with the ability to work under pressure in a fast-paced environment. • Ability to work in a logical and organised manner and remain focused while adapting quickly to shifting priorities and emerging demands. • Ability to work effectively as part of a team as well as independently. • Excellent presentation skills, with the ability to get information and ideas across clearly and succinctly. • A creative and lateral thinker with the ability to look for innovative solutions to problems. • Understand the necessity of dealing carefully and within data protection legislation, with confidential matters, including handling both personal and business critical information. • Excellent IT skills including Microsoft packages. • Leadership qualities. 	<ul style="list-style-type: none"> • Advanced knowledge of Microsoft Excel. • Experience of Adobe PDF writer software. • Experience of presenting at Board or Committee level.
Additional requirements	<ul style="list-style-type: none"> • Committed to continuing professional development. • Strong interest in working for a children’s health charity. • An understanding of and commitment to the values of Alder Hey Children’s Charity. • Willingness to get involved with activities across the Charity. 	<ul style="list-style-type: none"> • Willingness to occasionally work outside of normal office hours.

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.

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

In April 2025, the charity adopted a four-day working week policy, meaning staff previously working 37.5 hours a week are now working 30 hours a week to enable a four-day working week. We are confident that by embracing a more flexible and balanced approach to work, we can continue to create a thriving and fulfilling work environment while driving growth and success for our charity.

Note: This job description is intended to outline the general nature and level of work performed by employees within this role. It is not exhaustive and may be subject to change or modification as required by the needs of Alder Hey Children's Charity.

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 will be required to complete an enhanced DBS disclosure check.