

## JOB DESCRIPTION

<b>Job Title</b>	Grants Manager
<b>Department</b>	Grants and Services
<b>Reports to</b>	Head of Grants and Research
<b>Hours of Work</b>	20 months fixed term Full-time - 37.5 hours per week not including breaks
<b>Date</b>	July 2022

### The Royal Free Charity

#### Our vision

Our vision is for everyone served by the Royal Free London NHS Foundation Trust (RFL) to have access to world-leading healthcare, delivered by a thriving workforce, and driven by medical research that has a global impact. We support the 10,000 staff of the RFL and their 1.6 million patients across Barnet, Chase Farm and Royal Free hospitals and more than 30 NHS services.

#### What we do

Through the services we provide, and the programmes and equipment we fund, we make a profound and immediate difference to patients' experiences of care. Our volunteering, support hub, and complementary therapy teams enhance the hospital journey for all patients – whether they live locally, or come from further away to access the trust's specialist services. Our support of the RFL workforce enables staff to perform at their very best. Spanning individual professional development and training through to organisation-wide interventions, our initiatives bolster employee resilience and mental health so staff can achieve the best outcomes for patients. We fund ground-breaking research with the potential to change people's lives, whether it's through our grant programmes, commissioned research or delivering major capital funding appeals.

#### Our approach

We are a solution-focused strategic partner to the RFL, helping our hospitals to go further and faster than the NHS could do alone. We believe funding decisions should be made based on strategic priority and impact, with a strong focus on co-production.

The Royal Free Charity (the Charity) invests in:

- Enhanced support for patients
- Vital support for our staff
- Ground-breaking research and innovation
- Cutting-edge medical equipment

## **The generosity of our donors, fundraisers and volunteers enables us to do this.**

The Charity, which employs about 80 people, is working towards becoming an employer of choice.

### **Job purpose**

This is a central role within the grants team with opportunities to work across a variety of non-research grant related areas covering staff and patient experience, and innovation. You will oversee the end-to-end grants management cycle from liaising with applicants, preparation of committee meeting papers, providing feedback to applicants through to monitoring awards and assessing impact. You will ensure our funding governance is aligned with standard practice, including developing and updating governance documents and constituting new assessment panels for grant rounds. You will oversee a balanced portfolio of non-research grants and will also lead and develop thematic grant funding rounds.

You will work with, and support, other teams within the charity, particularly the fundraising and communications teams, providing updates on non-research grant funding schemes, awards and the impact they are having.

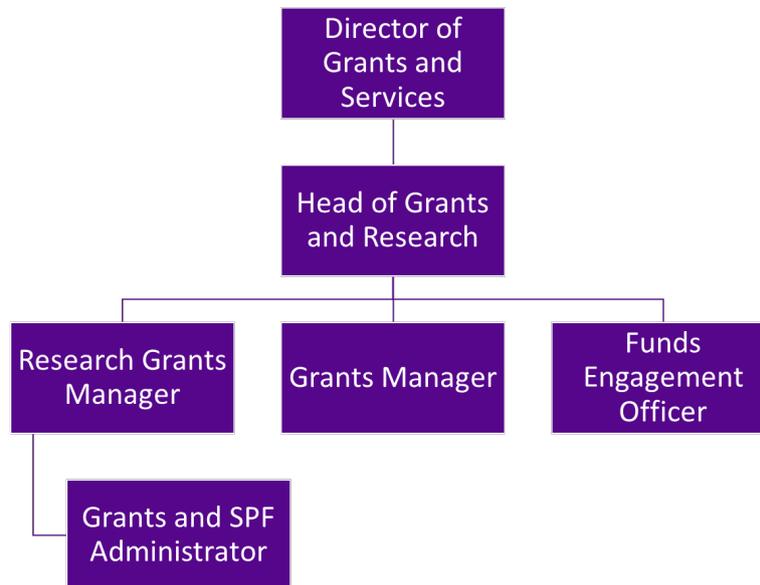
This is an excellent opportunity to apply your grant management skills overseeing grants that have a direct impact on staff and patients at one of London's leading NHS hospital trusts.

### **Grants Team**

The grants team sits within the newly formed Grants and Services Directorate. We work strategically with the RFL to align funding with objectives and priority areas. The department allocates research and non-research grant funding to RFL and University College London through its grant programmes. Furthermore, we oversee expenditure from Special Purpose Funds (SPFs). We want to significantly develop our research and non-research grant funding and are expanding the team to reflect this ambition.

The team's responsibilities include overseeing the charity's grant funding programmes and SPFs ensuring they adhere to high governance standards, monitoring the progress and impact of the projects we fund, and disseminating information and supporting other teams within the organisation.

The role sits in the grants team, which is structured as follows:



## Principal accountabilities / responsibilities: -

### Key responsibilities

- Oversight of the non-research grant funding programmes
- Developing and embedding funding governance
- Development of strategic funding initiatives
- Monitoring and impact analysis of grants and grant programmes

### Key relationships:

- Fundraising, Communications and Finance colleagues
- Senior Trust colleagues
- RFL finance offices
- Grant holders

### Grant Funding and Operations

- Oversight of the non-research grant funding programmes to ensure that the charity continues to fund projects with the greatest patient benefit
- Manage the advertising of grant rounds working across other teams within the charity and the trust to maximise reach and effectively promote and communicate all grant programmes and outcomes
- Develop governance processes and documents ensuring they are in-line with standard practice
- Develop new assessment panels for small grant rounds
- Oversee the operational management of funding committees and provide support, including preparation of papers, writing meeting minutes and providing applicant feedback

- Develop strong working relationships with panel/committee members and applicants
- Manage and monitor grants, ensuring accurate record keeping, financial management and timely contracting and reporting
- Respond to general enquiries from applicants
- Maintain an understanding of the external funding landscape that is relevant to the role and aims of the charity
- Lead, and/or support the Head of Grants and Research, on the development of new funding initiatives

## Monitoring and Impact

- Develop the monitoring system for non-research grants
- Review progress reports from grant holders, assessing the progress and impact of the project and provide support and advice to ensure maximum impact from grants
- Lead on the analysis of the impact of the non-research grants portfolio
- Develop metrics to showcase the impact of the grants portfolio

## Engagement

- Support the development of content for the grant funding webpages
- Work with the Communications team to highlight new awards and exciting stories
- Work with the Fundraising directorate to provide insight and support for their activities, including reporting from supported projects
- Undertake engagement visits with grant holders and applicants
- Represent the charity at external events and partnerships
- Develop an awareness and understanding of RFL patient and staff needs
- Maintain an understanding of the latest developments across various relevant fields
- Provide support to the Head of Grants and Research as required

## Other - All staff are expected to:

To build relationships across the Charity and the Royal Free London to enable own work, and engage with internal and external stakeholders.

- To take time for personal development, contributing learning and ideas to the wider team.
- To keep abreast of relevant sector trends and how they can be applied to our work.
- To work unsupervised
- To work to tight deadlines and deliver results
- To have a positive professional work attitude
- Be highly motivated and able to take the initiative
- Be enthusiastic and passionate for the Charity / Hospital environment
- To have a strong affinity with the NHS and philanthropic values
- To have attention to detail
- To support your team and your other colleagues
- Attend meetings and training as required
- Be flexible and respond to the needs of services
- Attend supervision on a regular basis with the line manager
- To treat everyone equally, regardless of sex, age, disability, gender reassignment, race, ethnicity, religion or belief, sexual orientation, or any other protected characteristic

- Read and adhere to the Charity policies, including the dress code, and all relevant legislation and ensure that any team members who report to you do the same
- Be aware of and have a good understanding of Health and Safety at Work and the Fire Procedure and understand the correct action to be taken in the event of a fire
- To work to the Charity's Vision and Mission
- To undertake any other tasks commensurate with the role

## Person Specification

### Qualifications, experience, skills & knowledge

#### Qualifications

- CSE/GCSE in Maths and English or equivalent (Essential)
- Degree in a health-related field or equivalent (Essential)

#### Experience

- Grants management experience covering the entire grant funding cycle including supporting funding committees (Essential)
- Leading and managing grant funding schemes (Essential)
- Developing and implementing new grant funding schemes (Desirable)
- Monitoring of grant awards and impact analysis (Essential)
- Self-starter with the ability to act on your own initiative and provide innovative solutions and recommendations (Essential)
- Collaborative working in a team (Essential)

#### Skills & knowledge

- Excellent communication and presentation skills both verbally and written (Essential)
- Work under pressure and to deadlines while prioritising and managing own workload (Essential)
- Demonstrable attention to detail and accuracy (Essential)
- Excellent interpersonal skills with the ability to establish good working relationships with senior trust staff, internal and external stakeholders (Essential)
- Strong IT skills, notably MS Office (Essential)
- An understanding of the UK healthcare sector relevant to the role (Desirable)
- Confidence to learn new systems and skillsets independently (Essential)
- Able to deal with sensitive information in a confidential and professional manner (Essential)
- To have a good understanding of Equality, Diversity and Inclusion (Essential)

This job description is not exhaustive, and the role will include other tasks and responsibilities commensurate with the post and subject to change to meet legislative requirements.