

Page 10 of 10

Deadline for applications: 7 May 2025





Grants Manager

28-35 hours per week (4 or 5 days)

Salary: starting at £42,500 per annum pro rata

Location: York, hybrid

Friends Provident Foundation is a small, independent, endowed charity based in York with a big ambition to build a fair economy and better world. We strive to challenge the way the current economic system operates and provide funding to an ecosystem of organisations that believe in making the system more equitable, just and accountable.

We are seeking a Grants Manager to join our small, friendly team.

As Grants Manager you will play an important role in the Foundation's work to support our partner organisations in building a better economy, primarily through grant giving. This role will be vital in the delivery of our funding strategy.

We are looking for someone who has significant experience of autonomous project management, of managing relationships and of working in an organisation that has received or made grants previously. We need someone who is highly organised, a good communicator, good at making judgements and decisions, and who can handle conversations with the public with sensitivity and tact. This is an office-based or hybrid role, working at least one day per week from our office in central York, and involves some occasional travel within the UK to attend Trustee meetings and other events.

If you share our values and ambitions and are interested in joining our team please visit our website to download the application pack.

We are committed to being an inclusive employer, where equity and social justice is one of our central domains in creating a fair economy. We welcome applicants from diverse backgrounds including age, disability, class, race, sexuality, and gender identity. If you have a disability and would like to request an application form in a different format, or discuss your application at any point, please contact us.

Please note: Applicants must have the legal right to live and work in the UK, as we are not able to offer visa sponsorship.

Deadline for applications: 7 May 2025

Interviews: 4 June 2025

Job Description

Job title: Grants Manager
Hours: 28-35 hours (4 or 5 days)
Salary: Starting at £42,500 per annum pro rata
Location: York, hybrid
Reporting to: Head of Funding Strategy

Grant-giving is a central part of the Foundation's work and is an important source of income for a number of organisations working to build a new economy. This role will support the implementation of our new funding strategy and our work to support our portfolio of grantholders. The successful candidate will work with our Head of Funding Strategy and our Funding Programme Officer.

You can find out more about Friends Provident Foundation at: <https://friendsprovidentfoundation.org/>

Grants Manager

- A. Is responsible to the Head of Funding Strategy for the management and administration of grants and other non-grant support, given to organisations within the strategic framework set by Trustees;
- B. Supports the management of the application process, conducts assessments, makes decisions on individual proposals for grants and manages a Programme Advisory Group;
- C. Authorises grants payments and oversees the use of the Foundation's resources within the grant giving programme;
- D. Deputises for the Head of Funding Strategy and supports the Director;
- E. Manages relationships with external providers supporting the grant giving programme, overseeing workload and quality of outputs;
- F. Supports the external communications of the Foundation.

These are set out in more detail below.

Key Responsibilities

A. Responsible for the management of grants and non-grant support

- Directly manage a flexible proportion of the Foundation's portfolio of grant supported projects; including engaging with critiques, drawing learning from approaches and engaging in policy discussions;
- Work with the Head of Funding Strategy and other staff to oversee the entire portfolio, working consistently and in line with the Foundation's own terms and conditions of support, the wider legal framework and best practice principles within the sector;
- Develop relationships with the organisations supported by the Foundation, to assist them in achieving the goals shared with the Foundation and to develop their organisations;
- Build knowledge across the field of economic systems change, sharing this between grantholders and other stakeholders and using this knowledge to inform assessment decisions;
- Visit organisations supported by the Foundation in various locations across the UK;
- Convene and participate in project advisory groups in relation to grants under management, chairing as necessary;
- Quality assure all external project outputs, and assist with dissemination activities, including hosting events if appropriate;
- Develop and maintain the Foundation's proposal assessment, and grant management records, including databases, email, electronic and paper project files to an auditable standard;
- Identify risks and report these directly to the board, and manage the Foundation's exposure to potential reputational damage;
- Report to the Trustees, periodically, on individual project progress and on progress in achieving the Foundation's programme objectives, as requested by the Director;
- Make judgements and take independent decisions on grant relationships, maintaining a strategic overview of the work of grantholders;
- Apply Foundation policies as determined by charity law, employment law, Data Protection, equality of opportunity, good grant-making practice and the Foundation's commitment to transparency and fair dealing.

B. Proposal assessment/proposal process

- Support the management of the enquiries and application process: working collaboratively with applicants to develop their proposal; developing and supporting the external programme advisory group (PAG); overseeing the performance management of PAG members;
- Liaise with applicants, potential applicants, supported organisations and unsuccessful applicants in support of the Foundation's objectives including offering advice and feedback in a sensitive and respectful manner;
- Maintain the Foundation's systems for proposal assessment and grant management, in line with current good practice and any relevant legislation;
- Assess and make decisions on individual proposals to the Foundation in line with the Foundation's grant-making policies and procedures; (using judgement, applying subject expertise, awareness of what is legally fundable, potential risks and broader context);
- Prepare clear, concise and timely assessment reports on individual proposals for consideration by Trustees and to co-ordinate portfolio-level reporting;
- Present assessment decisions at Trustee meetings (advising on fit, overall shape of the portfolio, budget management and wider implications of the funding).

C. Financial management

- Ensure the Foundation's financial and other resource commitments are communicated and deployed as determined by Trustees by constructing grant/support offers and other contractual correspondence;
- Authorise grant-related and other payments in accordance with the Foundation's policies and procedures and within authorisation levels determined by Trustees;
- Liaise with the Foundation's Office Manager, Finance and Operations Manager and accountancy services regularly on grant payments and maintenance of electronic and paper files and records;
- Give input to the preparation of statutory returns and the Foundation's annual report;
- Scrutinise spend for individual project budgets and work with grantholders to plan out spending;
- Make final decisions on financial commitments up to £10,000 under delegated authority.

D. Deputising for the Head of Funding Strategy and providing support for the Director

- Deputise for the Head of Funding Strategy, in terms of overseeing the management of the grants portfolio, the management of contractors and freelance staff, reporting to Trustees and representing the Foundation, when required;
- Work as a key member of the Foundation's executive team, working flexibly and providing support and guidance to colleagues;
- Take the opportunity to highlight relevant professional development activities and, with the Director's permission, to access them;
- Undertake tasks in furtherance of the Foundation's objectives, as requested by the Head of Funding strategy, Director or Trustees.

E. Managing relationships with external providers

- Manage external providers in support of the grants programme including external assessors, technical support providers, programme advisory group members and individual project advisors, overseeing their work and ensuring value for money;
- Commission pieces of work as required, overseeing the tender process and managing the work and outputs, in support of the Foundation's work;
- Convene and assist with the oversight of any other expert input into application assessment or programme evaluation.

F. Supporting external communications

- Contribute to the population of the website, including content for project pages and to develop procedures and protocols for other staff or Trustee use of the Content Management System;
- Spot opportunities for social media content and support the Communications Manager in highlighting the outputs from funded projects;
- Maintain contacts and relationships with other relevant grant-making bodies, professional associations and key bodies in the public and voluntary sectors;
- Lead bespoke projects as they arise on behalf of the wider organisation that are outside of the grants function;
- Represent, and be an effective ambassador for, the Foundation externally.

Person Specification

Essential requirements

- Significant experience of autonomous project management (including financial and relationship management)
- Experience of working with an organisation that has received or made grants previously
- Experience of assessing proposals against set criteria
- Proven record of managing relationships and handling sensitive conversations

Desirable requirements

- Experience of managing grants
- Network development/convening experience
- Knowledge and understanding of economics, the financial system or systems change approaches.

Skills

- Critical appraisal of new ideas, projects and approaches using a variety of methods including financial, text and research
- Ability to make judgements based on written information and through conversations
- Comfortable with handling numbers and financial information
- Financial management skills
- Ability to write and compile information into clear reports
- Ability to handle conversations with customers/applicants with sensitivity and tact
- Excellent inter-personal skills, working with colleagues, applicants and grantholders
- Excellent organisational skills
- Ability to deliver work to deadlines
- IT and web literate, comfortable with a variety of online tools, comfortable with learning new software programmes with support

Personal attributes

- A focus on customer service
- Ability to build good relationships
- Confident and tactful communicator
- Sympathy with the stated aims and ethos of the Foundation
- Ability to multi-task and be adaptable

- Ability to work independently and on own initiative
- Ability to work as part of a team
- Ability to travel within the UK, to cover Trustee meetings and other events
- Must be able to handle confidential information and relationships appropriately
- Willingness to and interest in learning and developing within the role

This is an office-based or hybrid role, working at least one day per week from our office in central York.

Please note: Applicants must have the legal right to live and work in the UK, as we are not able to offer visa sponsorship.

Terms and Conditions of employment and benefits include:

- This is a permanent contract with Friends Provident Foundation.
- The Foundation supports flexible working and job sharing.
- Any offer made will be subject to the receipt of satisfactory references. The appointment will be confirmed, subject to a satisfactory six-month probationary period. It is a requirement of all staff to be familiar with the Foundation's policies.
- Generous pension scheme, with 13% employer contribution.
- Life insurance cover.
- Employee Assistance Programme
- Climate Perks scheme: paid journey days to choose low-carbon holiday travel.
- Compassionate and carer's leave.
- Maternity and enhanced parental leave.
- Relocation costs.

How to apply

Please submit your CV, together with your together with a statement outlining your reasons for interest in the role outlining your fit with the role and person specification to enquiries@friendsprovidentfoundation.org.uk **by 9am, Wednesday 7 May 2025.**

If you would like to arrange an informal discussion, please contact Abigail Gibson at grants@friendsprovidentfoundation.org.uk.

We will acknowledge receipt of your application and send you a copy of our Diversity and Equality monitoring form for completion. Answers to this are anonymous and for monitoring purposes only. Short-listing will be undertaken on an anonymised basis. Shortlisted applicants will be invited to attend an interview.

We are happy to reimburse shortlisted candidates for travel costs and childcare costs incurred as a result of attending an interview.

If we can support you in accessing or attending the interview, please get in touch with us at: enquiries@friendsprovidentfoundation.org.uk.

Privacy Notice

What we collect and why

When you apply to us for a role you will be providing personal data about yourself, through which you can be identified. We have written this notice to let you know how we will handle and protect your information.

Information which may be collected during a recruitment process, may include:

- Name
- Your work, education, and training history
- Contact information including email address, postal address, and phone number
- Contact information for your referees
- Any other personal information which you choose to give us relating to your application
- Notes made by the selection panel during shortlisting and the interview process

We require this information to review your application, undertake and support the recruitment process, and communicate to you the decisions and outcomes of that process.

The Data Protection Bill (2018) sets out that we are required to have a lawful basis for processing your data. In this instance we are processing your data under 'legitimate interests' specifically to support our recruitment process and applicants, as outlined above.

We store this information on our office IT systems, including cloud-based directories and email system, and in paper-based files. We retain information for unsuccessful applicants for a period of 6 months following the completion of the recruitment process, to enable us to provide feedback, address any other queries, or disputes. After a period of 6 months we will delete your data.

For any concerns you have about our use of data, please contact:

enquiries@friendsprovidentfoundation.org.uk or on 01904 629675.

You can also contact the Data Protection Regulator, the Information Commissioner's Office (ICO): <https://ico.org.uk/global/contact-us/>