

HAMPTON FUEL ALLOTMENT CHARITY

GRANTS MANAGER

JOB DESCRIPTION

PURPOSE OF THE ROLE:

To assess and develop organisations' grant applications and establish effective relationships with grantholders.

To evaluate the impact of our funding.

To undertake additional project work as appropriate.

MAIN DUTIES AND RESPONSIBILITIES:

- Provide potential applicants with advice and support.
- Carry out assessment visits for eligible organisations.
- Assess feasibility of projects/services/activities for potential funding (i.e. evidence of need, proposed outcomes, management, organisation's financial health, policies and procedures, value for money).
- Provide feedback and support to organisations.
- Check application and attachments for completeness.
- Input applicant and request details on database system and update database (Benefactor).
- Complete reports and recommendations to Trustees.
- Manage a portfolio of funded organisations.
- Work proactively with existing grantholders.
- Review evaluation reports.
- Contribute to the development of the Charity's work and new ways of working.
- To be self-administrating on a day to day basis and support filing.
- Proactively develop and maintain a network of contacts both in the local voluntary sector and grant making sector.

ADDITIONAL DUTIES

- Attend Trustees meetings: one monthly late afternoon meeting and four evening meetings each year.
- Attend meetings with external agencies (occasional evening work may be required).
- As part of a small team, look after Trustees and visitors with refreshments.
- Any reasonable request as may be required from time to time to meet the needs of the Charity.

PERSON SPECIFICATION

SKILLS AND COMPETENCIES

Communication Skills:

- **Verbal:** The ability to communicate with a variety of people at all levels.
- **Written:** The ability to write quickly and concisely in clear, simple English.
- **Listening:** The ability to listen, understand and double check information obtained.

Analysis: The ability to analyse a range of information, both written and verbal, and to probe the veracity of that information.

Numeracy: An understanding of audited accounts, the ability to work with financial information and process numerical information with accuracy.

IT Skills: Good practical knowledge of database systems and Microsoft Office.

Interpersonal Skills: The ability to initiate and maintain good working relationships with work and other professional colleagues, including Trustees.

Attributes: The ability to work under pressure, prioritise and meet deadlines. To work with tact, sensitivity, and firmness when required. A strong team player with a flexible approach to office duties and working hours. A 'can do' attitude and a good sense of humour.

Charity Work: A good understanding of how a charity operates.

Equal Opportunities and Diversity: A good understanding and commitment to the principles of equality and diversity.

Travel: An ability to travel within the London Borough of Richmond upon Thames.

EXPERIENCE & KNOWLEDGE

At least 3 years' relevant experience.

An understanding of the funder plus approach to grant-making.

Excellent knowledge of the voluntary and community sector.

ADDITIONAL INFORMATION

This is a permanent full-time post (35 hours per week).

25 days Annual Leave plus Bank Holidays and contributory pension scheme.