



## Organisation Grants Manager

### ABOUT THE NATIONAL BENEVOLENT CHARITY

The National Benevolent Charity has been supporting people and families on low incomes throughout the UK for over 200 years through the provision of annuities, grants and household goods. We also operate 41 flats on two sites which house older people.

Over the past few years our grant giving to individuals has grown and in 2019 made grant awards to almost 400 families and gave annuities to just under 100 individuals which amounted to just over £230,000 worth of grants. This year as a response to Covid we expanded our grant giving programme to include an Emergency Coronavirus Grant and we will be responding in a similar way in the coming months as the need becomes ever greater.

In addition to our individual grant giving in, 2019 we started to offer grants to organisations who are running programmes and projects specifically aimed at helping families living in poverty in Gloucestershire, Wiltshire and Bristol and have recently supported FareShare South West, Gloucester Food Bank and Caring in Bristol amongst others. This is an area of work we wish to develop and, as such, want to increase the capacity within our small team by employing a Organisation Grants Manager.

### OVERVIEW

<b>Location:</b>	Office in Tetbury, Gloucestershire but currently homeworking with scheduled travel to the office(subject to government guidance on social distancing)
<b>Salary:</b>	£30,000 per annum (FTE)
<b>Contract:</b>	Permanent
<b>Hours of work:</b>	22.5 hours per week
<b>Holidays:</b>	25 days plus public holidays pro rata rising by one day annually to 30
<b>Pension:</b>	5% contribution from the charity plus additional voluntary contribution from the employee
<b>This role reports to:</b>	Chief Executive

## ROLE AND RESPONSIBILITY

Your role will be to help to develop our grants to organisations programme in Gloucestershire, Wiltshire and Bristol. You will help to identify organisations which need our financial help and develop a trust-based grant application process. You will be passionate about helping people out of poverty and developing strong positive relationships with the not for profit sector. You will enjoy working within a small dynamic team, have great communication skills both written and spoken and strong administration and IT skills.

## KEY RESPONSIBILITIES:

### *Developing our Grants Programme*

- Helping the CEO to develop the criteria for grant giving to organisations
- Researching and identifying potential organisations for support.
- Liaising with potential organisations either by telephone, email, Zoom or in person and providing appropriate support, advice and information about their eligibility for grant support.
- Helping organisations to develop successful funding bids
- Ensuring data on organisations and outcomes is entered onto the CRM system in a timely manner
- Ensuring that information on applicant organisations is gathered and assessed in a timely manner for presentation to the Welfare Committee.
- Working efficiently to ensure applicants receive a decision and feedback in a timely manner
- Ensuring that data protection, information security and safeguarding policies are followed, both internally and externally
- Responding to calls and emails to our office and communicating our policy and criteria in a clear and considerate way
- Contributing to the management of the grant funding budget
- Monitoring the grants to organisations including sharing insights, trends and issues that arise and collecting information and case studies to help evaluate our impact
- Willingness to attend and contribute to meetings representing TNBC either in person or via Zoom.
- Supporting the team as and when required.

## ESSENTIAL SKILLS AND EXPERIENCE

- Understanding of the funding opportunities available to the not for profit sector.
- Experience of developing a new programme or projects in partnership with others.

- Excellent oral and written communication skills and ability to respond to questions and concerns.
- Flexible approach which allows a timely response to any changes in internal priorities or in the external operating environment
- Strong analytical and assessment skills and able to process high volumes of information accurately
- Excellent time management skills with the ability to organise and manage a busy caseload working from home or in the office.
- Strong organisational skills with excellent attention to detail.
- Strong Microsoft office, numeracy and database skills.
- Ability to support the implementation of new processes and systems.

#### DESIRED EXPERIENCE

- Previous experience of working in a not for profit organisation in a fundraising, marketing or business development role.
- Experience of grant-making or providing financial assistance to individuals and organisations

#### COMPETENCIES AND BEHAVIOURS

- Fully supportive of the Charity's mission
- Motivated with a 'can do' attitude
- Empathetic and understanding of the dynamics of the not for profit sector
- Naturally collaborative and a strong team player
- Positive attitude to change
- Willing to undertake training and committed to personal development
- Creative and entrepreneurial

The role requires access to good telephone and internet signal whilst home working or ability to work from an office.

#### HOW TO APPLY

To apply please submit a copy of your CV together with a supporting statement (no more than 2 sides of A4), evidencing that you have the essential skills and experience for the role to Ali Russell, CEO [ali.russell@natben.org.uk](mailto:ali.russell@natben.org.uk) by the closing date of 9am Tuesday 10<sup>th</sup> November 2020

#### RECRUITMENT TIMETABLE

First Interviews via Zoom: Monday 16<sup>th</sup> November 2020

Second Interviews in person: To be confirmed

For further information about The National Benevolent Charity, please visit [www.natben.org.uk](http://www.natben.org.uk).