**VETERANS’ FOUNDATION – TEMPORARY GRANTS MANAGER (1 YEAR CONTRACT) JOB DESCRIPTION**

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**1. BACKGROUND INFORMATION**

**About the Veterans’ Foundation Grant-Making**

The Veterans’ Foundation (VF) is an independent grant-making charitable foundation. The VF has established a substantial grants programme to support charities and organisations in the UK that provide charitable support to those in need among serving armed forces personnel, veterans, operationally qualified seafarers and their immediate families. The charity has grown rapidly since inception in July 2016 and has to date (November 2022) given away more than £12.7M to good causes and gives away £1.2M+ to good causes each quarter.

The VF supports a broad range of charities and organisations that deliver a wide variety of projects including those that reduce homelessness, increase employment, provide welfare and medical support, increase confidence and social integration, as well as reducing dependence on alcohol and drugs. The VF gives priority to charities and organisations who can demonstrate that they are directly involved in the provision of support to those in need, and well-run organisations of low to medium wealth.

The VF typically allocates grants four times a year. The VF’s Grants Committee sits in September, December, March and June. The VF also accepts non-routine applications (eg for specific amounts or needs caused by the CV-19 pandemic).

The VF grant-making guidelines highlight the characteristics we look for in the organisations we fund, and applicants submit grant applications and supporting materials via the VF grants portal on our website. The VF offers 2 substantial types of grants but encourage applicants to apply for what they need to deliver support and services.

The VF endeavours to develop excellent relationships with peer funders/partner organisations in the community and alongside those we support. The VF values a straightforward, transparent process for those seeking grants from us and we welcome feedback.

For more information about the VF, visit our website or review our content on various social media platforms, including <https://www.veteransfoundation.org.uk> . A useful summary of the VF’s work can be found in the Impact Report here: <https://www.veteransfoundation.org.uk/publications/> .

**About Our Team**

The VF’s office is based in New Town in Edinburgh’s city centre. The VF’s permanent staff consists of seven employees: the Chief Executive Officer, the Chief Financial Officer, the Finance Managers, the Grants Managers and the Fundraising Manager.

This role will provide temporary professional cover for a fixed term of 12 months. The temporary Grants Manager will join the existing Grants Team including the existing Grants Managers, the CEO and the Trustees’ Grants Sub-Committee.

The Grants Team is responsible for the VF grant-making process – advertising grants, engaging with grant applicants, managing the grant application process and tools, investigating and assessing new grant applications, presenting and discussing applications, implementing grants decisions, monitoring grants, visiting grantees and applicants, reporting on grants results/impact, researching and informing grants policy, improving and enhancing the grants processes and tools, liaising with internal and external grant-making partners and providing ongoing support to existing grant holders and the VF generally.

**2. JOB DESCRIPTION**

Job Title: Temporary Grants Manager, 1-Year Contract (at least to start)

Reports to: CEO

Salary: £25K-£30K pa, but negotiable upon experience

Based: the VF is based in Edinburgh. Employees can be remote, home-based and/or office-based.

Contract: 4-5 days per week. Pro rata 35 hours per week full-time. Some flexibility in availability is required from team members around travel to and from events and meetings.

**Purpose of role**

The temporary Grants Manager will be employed on a 1-Year Contract, partly stand-in but with an eye on longer term employment too. He or she will maintain the current VF grant-making programme, as well as support the ongoing development of the grant-making processes and reporting mechanisms to continue expansion.

The temporary Grants Manager’s key responsibilities will include representing the VF to internal and external stakeholders; investigating and assessing grant applications; preparing grant applications and reports for consideration by the grants team; recommending what funding and support should be committed; monitoring and managing existing grants including visiting grantees (and potential grantees) across the UK; staying abreast of sector developments and supporting the VF generally.

**Grants management responsibilities**

1. Promote or advertise VF grant objectives and opportunities to eligible organisations via partner outlets and via the VF website/grant portal. Prepare communications to instruct and educate partner organisations, eligible applicants, and other partners via agreed channels including electronic newsletters.
2. Maintain current knowledge of the VF grant programme and provide guidance to applicants via the phone, paper and online.
3. Develop and maintain constructive relationships with a portfolio of applicants/grantees, engaging with and supporting them to develop their grants applications.
4. Monitor and keep abreast of developments in the sector to inform the VF’s growth and grant-making policies and practices.
5. Research and assess grant applicants and applications in line with agreed standards, and present timely and high-quality applications and other materials to the Grants Team providing background information, analysis and interpretation for each application to enable grant-making decisions.
6. Prepare for and help in overall management of Trustees’ Meetings.
7. Implement grant decisions, provide feedback to applicants, initiate the payment of grants at the appropriate time and liaise with finance teams to ensure grant awards are processed appropriately.
8. Manage the day-to-day interaction with grant recipients. Perform weekly grant portfolio reviews to ensure that workload around assessing applications, preparing application materials for Trustees and on-going grants management is well managed. Ensure outstanding commitments are followed up and withdrawn if appropriate.
9. Initiate mutually beneficial PR activity between grantees and our media partner(s) and liaise with external media partners to ensure the grant-making programme is promoted accurately.
10. Work with grantees on the subsequent monitoring and evaluation of their grant. Conduct grantee visits (in person and virtually) within an agreed time scale. Requires some travel within the UK to visit grantees and grant applicants.
11. Review and report on outcomes for grants, maintain results and present analysis for Grants Team and as agreed.
12. Maintain clear and accessible records of all work undertaken using agreed practices and standards.
13. Contribute to effective team working by sharing information and skills within the Grants Team and by supporting colleagues.
14. Take responsibility for areas of grant-making related work, as agreed; or any other duties and responsibilities as appropriate to the post and requested by the Chief Executive.

**Support to the VF responsibilities**

1. Support the VF in continuing to shape and refine the grant-making programme in line with the objects of the VF.
2. Liaise with the Trustees, executive team and other external partners to ensure the smooth running of the administration systems of the foundation.
3. Attend and contribute to Team and Grants Meetings, Groups, Trustee Committees and Board Meetings as required (currently 4 board meetings per year, 4 Grant Sub-Committee meetings per year and weekly Team Meetings, other meetings scheduled as necessary).
4. Attend external conferences or meetings as agreed to represent the VF Grants Team.
5. Contribute to the organisation’s annual reporting including audits/interim audits, government filings and impact reporting as required.

**General responsibilities**

1. Offer support for the work of the VF generally, as and when necessary. Provide cover for other members of the staff team ensuring that the work of the VF can continue effectively and without interruption.
2. Represent the VF in a way that is consistent with its values and philosophy.

**PERSON SPECIFICATION**

Ideally, applicants have experience of both the charity sector and the armed forces. Main criteria on which your application and interview will be assessed are as follows:

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| --- | --- | --- |
| **Generic knowledge and experience**  | **Expected** | **Desirable** |
| 1. Educated to degree level or equivalent experience | x |  |
| 2. Understanding, knowledge or experience in a relevant role which has given you an understanding voluntary/community sector organisations, ideally in the armed forces community | x |  |
| 3. Understanding knowledge or experience of legal, finance & governance issues and requirements related to the distribution of grants |  | x |
| 4. Experience producing clear, concise and insightful information | x |  |
| 5. Experience building supportive relationships within a community setting  | x |  |
| 6. Understanding, knowledge or experience of the grant-making process  |  | x |
| 7. Understanding, knowledge or experience assessing and reporting on the impact of grants |  | x |
| 8. Understanding, knowledge or experience with software and tools for impact analysis, grant management and reporting |  | x |
| **Skills, abilities and interests**  |  |  |
| 1. Aptitude for working alongside people from the armed forces community and charitable sector | x |  |
| 2. Ability to work as part of a team, internal and external, to ensure an integrated approach to grant-making | x |  |
| 3. Ability to think and plan strategically  | x |  |
| 4. Ability to research new concepts, develop resources and present informed recommendations  | x |  |
| 5. Excellent communication and relationship-building skills − must be able to work effectively with a diverse range of organisations, other team members and Trustees  | x |  |
| 6. Excellent listening skills  | x |  |
| 7. Ability to work on own initiative  | x |  |
| 8. Good organisational skills and the ability to manage a diverse and demanding workload  | x |  |
| 9. Attention to detail | x |  |
| 10. Computer literacy including ability to undertake own correspondence and documentation via Microsoft Office applications and Microsoft 365 with the ability to learn to use other platforms to maintain grant-making records and to communicate with relevant stakeholders | x |  |
| 11. Financially literacy with an ability to learn to interpret accounts and budgets and other financial documents |  | x |
| 12. Ability to understand and adhere to legal, financial, governance, information security practices and standards for the safeguarding of the VF |  | x |
| 13. High standard of professional relationships with others  |  |  |
| **Attitudes and Approaches**  |  |  |
| 1. High standard of personal responsibility and emotional intelligence  | x |  |
| 2. Empathetic with an open and curious approach  | x |  |
| 3. Supportive of the work the VF, serving as an ambassador for the VF | x |  |
| 4. Generous approach to knowledge sharing with organisations and colleagues  | x |  |
| 5. Ability to accept and understand the values of others  | x |  |
| 6. Value delivering outstanding customer service | x |  |

**4. TERMS AND CONDITIONS**

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| --- | --- |
| **Item** | **Detail** |
| **Expected Place of Work** | Home and Thistle Court, Thistle Street, Edinburgh, EH2 1DD; will consider candidates to work remotely in the United Kingdom. |
| **Job Title/ Job Description** | Grants Manager, 1-Year Contract (at least, may become permanent) |
| **Date when this** **employment begins** | ASAP |
| **Type of Role** | 4-5 days a week to start, potentially moving eventually to be full-time or job-share. |
| **Intervals by which** **your salary is paid**  | Your salary will be paid monthly in arrears into your nominated bank account. Payment will be made on 27th of each month, unless this date falls on a weekend or a Bank Holiday in which case your pay date will be the last working day before. |
| **Hours of work**  | There are no strict hours of work, but it is agreed that you will work for The Employer to enable you to achieve the specified and implied tasks, pro-rata estimated at 35 hours per week for full time. |
| **Holiday Entitlement Term** | Your line manager will agree holiday dates with you in advance. Based on working the equivalent of 35 hours per week, you are entitled to 25 days of paid holiday a year, plus bank holidays (ie pro rata). |
| **Sickness** | The charity recognises the importance of a positive approach to the management of sickness absence to enable it to operate effectively. Further details will be provided to you before employment.  |
| **Salary** | Your starting salary shall be £25K-£30K, dependent upon experience; it will be reviewed annually in January. |
| **Notice of Termination** | You should provide 12 weeks’ notice in writing or the statutory notice period, whichever is the longer.  |
| **Pension** | You will be included in The Employer’s auto-enrolment pension scheme with NEST. The Employer’s contribution for this post will be an amount per month. You should advise the Employer of the level of the monthly contribution you wish to make.  |
| **Reporting & Accountabilities** | Your line manager is the CEO. |
| **Business expenses** | You are entitled to reclaim expenses reasonably incurred in the course of performing your duties as per the expenses policy. You will be required to produce receipts where appropriate. |
| **Business mileage** | You are not entitled to any form of car allowance but may claim mileage where appropriate, but only for authorised journeys as per the instructions issued to you by the Employer. |

**5. HOW TO APPLY AND TIMETABLE**

People who are interested in this appointment are to get in touch with the VF via grants@veteransfoundation.org.uk; they must provide a covering letter explaining how they suit the job and a CV. The closing date for applications is 9 December. Interviews will be held in mid-December. The post will start as soon as possible.