



## HEAD OF GRANTS FOR THE VETERANS' FOUNDATION (VF) – JOB DESCRIPTION

### BACKGROUND

#### 1. About the VF

The Veterans' Foundation (VF) is an independent grant-making charitable foundation. It 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 (Oct 24) given away more than £25M to good causes and handed out around £1.6M to good causes each quarter for the past year.

The VF supports a broad range of charities and organisations that deliver a wide variety of projects to members of the armed forces' community 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 that are well-run organisations of low to medium wealth while also recognising innovation.

Since inception, income has come mainly from the Veterans' Lottery, however, individual and corporate donations have grown significantly, and we now have staff focusing on this too.

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/> .

#### 2. About Our Team

The VF's office is based in New Town in Edinburgh's city centre. The VF's staff consists of 13 employees: Chief Executive Officer, Chief Operating Officer, 2 x staff in Finance, 3 x staff in Grants and 5 x staff in Fundraising. We now seek someone to fill a new post as Head of Grants.

## **JOB DESCRIPTION**

Job Title: Head of Grants

Reports to: CEO

Salary: £45,000 - £47,000 pa (dependent on experience)

**Location.** Edinburgh. Remote, home-based work and some attendance in offices.

**Contract.** This will be a full-time, 35-hours post, but we may consider part-time arrangements to start with. Some flexibility will be required to attend events and meetings away from Edinburgh.

**Responsibilities.** Head of Grants will have the following responsibilities:

- Provide the lead for the Grants' Department in the VF, managing relevant staff to best effect and shaping the Grant-Making Policy to suit the VF's objects.
- Provide high quality policy, communications and strategic advice to the CEO and Trustees.
- Liaise with other organisations (eg Cobseo, AFCFT, OVA, other charities) to formulate policy and to enable smooth and effective operation of the VF's Grant-Making Policy.
- Deliver the Grant-Making Policy approved by the Trustees.
- Suggest changes to the Grant-Making Policy to the Trustees when necessary, having identified impact and backed by research where possible.
- Ensure the quarterly and annual grant-making schedules are maintained, including arranging meetings and providing briefing packs for Trustees.
- Manage workloads to match staff employment contracts.
- Provide effective grant-making processes and identify improvements when necessary.
- Oversee the grant management aspects of Salesforce.
- Provide good coordination between the Grants Department and other departments in VF and with contractors.
- Promote the VF culture: cheerful, efficient and engaging effectiveness.
- Lead and manage the grants' communications strategy.
- Overseeing the measurement of the impact of VF grants.
- Other duties and responsibilities as appropriate to the post and requested by the CEO.

**Experience and Qualifications.** Candidates should possess the following experiences, qualifications and skills:

### **Experience**

- Proven experience and success in a relevant Third Sector grants' management role.

- Good understanding and knowledge of the Armed Forces' elements in the Third Sector.
- Experience of conducting due diligence into grantees.
- Understanding of business functions such as HR, finance and information security.
- Demonstrable competency in planning.
- Working knowledge of IT and comms systems, including Salesforces and MS 365.
- Excellent organisational and leadership abilities.
- Excellent interpersonal skills.
- Aptitude in decision-making and problem-solving.

### **Qualifications**

- Degree or equivalent (Must)

## TERMS AND CONDITIONS

| <b>Item</b>                                   | <b>Detail</b>  |
|---|--|
| <b>Expected Place of Work</b>                 | Home and Thistle Court, 1-2 Thistle Street, Edinburgh, EH2 1DD   |
| <b>Job Title/ Job Description</b>             | Head of Grants   |
| <b>Date when this employment begins</b>       | ASAP   |
| <b>Type of Role</b>                           | Full-time, but perhaps 3-4 days a week to start  |
| <b>Intervals by which your salary is paid</b> | Salary will be paid monthly in arrears into a nominated bank account. Payment will be made on 27 <sup>th</sup> of each month, unless this date falls on a weekend or a Bank Holiday in which case the pay date will be the last working day before.                  |
| <b>Hours of work</b>                          | There are no strict hours of work; in order to achieve the specified and implied tasks, it is estimated that 35 hours per week are necessary.  |
| <b>Holiday Entitlement Term</b>               | The line manager will agree holiday dates in advance. Based on working the equivalent of 35 hours per week, the incumbent is entitled to 25 days of paid holiday a year, plus bank holidays.   |
| <b>Sickness</b>                               | 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 in the Staff Handbook.  |
| <b>Salary</b>                                 | The starting salary shall be £45-47K (dependent on experience); it will be reviewed annually in April.   |
| <b>Notice of Termination</b>                  | The incumbent should provide twelve weeks' notice in writing or the statutory notice period, whichever is the longer.  |
| <b>Pension</b>                                | The incumbent 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. The incumbent should advise the Employer of the level of the monthly contribution you wish to make. |
| <b>Reporting &amp; Accountabilities</b>       | The line manager is the CEO.   |
| <b>Business expenses</b>                      | The incumbent is entitled to reclaim expenses reasonably incurred in the course of performing duties as per the expenses policy, producing receipts where appropriate.   |
| <b>Business mileage</b>                       | The incumbent is not entitled to any form of car allowance but may claim mileage where appropriate, but only for authorised journeys as per the instructions issued by the Employer.   |

## **APPLICATION PROCESS AND TIMETABLE**

3. People who are interested in this appointment are to get in touch with the VF via [secretary@veteransfoundation.org.uk](mailto:secretary@veteransfoundation.org.uk); they must provide a covering letter explaining how they suit the job and a CV. The closing date for applications is 17<sup>th</sup> November 2024. Interviews will be held during the week commencing 18<sup>th</sup> November 2024. The post will start as soon as possible thereafter.

DAHS

11 OCT 24