



RESEARCH AND EDUCATION GRANTS MANAGER

MATERNITY COVER

RESPONSIBILITIES

- Assist in the delivery of Greenwich Hospital's (GH) charitable output to RN/RM beneficiaries in accordance with GH objectives, governing legislation, policies and budgets.
- Help shape GH's charitable work in education and the Life Opportunities programme. This will include direct delivery of support and delivery with/through others to ensure high impact and effectiveness. This will also include the development of new projects and programmes together with funding strategies to tackle unmet need.
- Strengthen current charity partnerships and establish new ones.
- Strengthen and assure impact monitoring and reporting across the applied grants, using best practice in current research methodology.
- Coordinate available research to identify gaps and focus GH spend.

KEY TASKS

1. In consultation with the Director of Grants and Finance staff, commission, track and manage GH's Education and Life Opportunities grants programme and budget, making sure it keeps within approved limits, reflects agreed payment schedules, and ensures the budget is spent in year or agreed as part of a roll over plan.
2. Oversee a portfolio of grants at various stages of the grant life cycle, including assessment of new applications, issuing Grant Agreements and managing awarded grants, applying established policies and processes. The process includes presenting grant applications and their assessment to our Charity Scrutiny Panel and Charity & Education Committee.
3. Ensure grants awards are authorised, paid and reviewed promptly.
4. Oversee and manage educational bursaries and grants, liaising and co-ordinating with the relevant educational organisations, applying established policies and processes. This includes bursaries for children attending the Royal Hospital School and university bursaries for serving personnel, working closely with the Royal Navy Learning and Development Organisation.
5. Collect, evaluate and report on the impact and effect of charitable giving and outcome of awards and as required, collate and submit appropriate data and information to partner organisations.
6. Undertake the co-ordination and administration of cross-charity groups and meetings chaired and hosted by GH; represent GH in discussions and negotiations with stakeholders and other charitable partners and beneficiaries and represent GH at internal and external meetings.
7. Work alongside the Director of Grants to develop and implement GH's new funding stream focused on supporting the naval charity sector in strengthening organisational capacity building and implementing effective impact measurement frameworks.
8. Identify, co-ordinate and where necessary scope commissioning of new research to inform present and future grants planning and spend, liaising with FiMT, MoD, SCiP Alliance and other appropriate bodies.
9. Work with the Communications Manager to ensure suitable publicity is given to GH charity activity internally, on the GH website and social media, in national publications and by grant recipients.

10. Assist the Director of Grants in the production of impact reporting to inform the GH Advisory Board and Charity & Education Committee.
11. Ensure and promote adherence to good charity governance practice; assist in the periodic review of funding guidelines/ policies and delivery.
12. Develop and apply good understanding of RN ethos, personnel and beneficiaries.
13. Assist in the development and delivery of a Communications Strategy for GH charitable activities including website and social media.
14. Draft appropriate contributions to the Annual Review/Impact Report.

PERSON SPECIFICATION

Expertise and experience

1. In-depth and evidenced knowledge and experience of charitable and financial support to beneficiary groups; ability to empathise with and advocate imaginatively on behalf of beneficiaries.
2. Knowledge and experience in grant-making processes.
3. Evidence of working effectively in co-operation with other charities and organisations.
4. Evidenced ability to imagine and develop vision into designed, costed, project-managed and delivered programmes.
5. Understanding of the research landscape and ability to make it work for GH.
6. Familiar with introducing new, improved processes and developing joint working and grant giving mechanisms.
7. Excellent proven communication skills, written and oral.
8. Stakeholder management skills are essential; proven ability to develop creative and sustained collaborative relationships; ability to navigate multiple stakeholders who sometimes may have entrenched positions.
9. Familiarity with the Royal Navy and the Service charity sector would be an advantage but is not essential. Empathy with the military community essential.
10. Confident using IT including Microsoft Office, charity management and HR software; knowledge of a grants or other CRM would be desirable.

Personal qualities

- Adherence to GH's values.
- Integrity, honesty and professionalism at all times.
- A strong ambassador with the ability to make internal and external contacts.
- Able to treat all people with respect and dignity.
- Willing to take responsibility for actions and remain accountable.
- A team player.

REPORTING TO

Director of Grants

This job description is not contractual. Tasks may change over time by negotiation with the postholder.