

JOB DESCRIPTION

Job Title	Programme Manager- Grants
Responsible To	Senior Manager- Operations
Responsible For	Grants Officers, Monitoring and Impact Officer and Admin Officer
Salary band	£30,000 - £35,000 (+ 3% employer's pension contribution)
Contract Terms	Permanent role
Location	Coventry

About us

Heart of England Community Foundation is a charity that raises money to fund and develop community activity, right across the West Midlands & Warwickshire. We have a long track record of supporting grassroots charities and community projects having invested over £16million in grant funding since 1995 benefiting an estimated 2 million people across the region.

Background to this Post

We are looking for an enthusiastic, ambitious and experienced Programme Manager to develop and manage our expanding and wide-ranging grant programmes.

As a growing organisation we are looking for an experienced individual to led our grant making programmes to ensure they meet the needs of our valued donors and the communities we support. The role will oversee grant delivering including; assessment, due diligence and decision making to ensure informed and accurate grant allocation.

The role will be responsible for ensuring completion of monitoring, evaluation and impact reporting on the Foundation's grant making programmes to inform decision making and future grant policy.

Key Tasks and Responsibilities:

- Responsibility for the development and management of grant making programmes and community support undertaken by the foundation, ensuring that they meet the needs of the community and donors.
- Oversee grant management process delivery including; assessment, due diligence and decision making to ensure informed and accurate grant allocation.
- Liaise with Finance to track grant allocation and expenditure against agreed budgets to ensure programmes are delivered within agreed budgets.
- Directly line manage and lead the Foundation's Grants Team.
- Work in collaboration with the Communications function to ensure promotion of new grant programmes and celebration of success.
- Responsibility for monitoring, evaluation and impact reporting on the Foundation's grant making and community programmes to inform decision making and future grant policy.
- Identify potential new grant programmes to address identified issues and themes based on evaluation and impact.
- Manage relationships with donors, ensuring timely and effective grant making, fund management and reporting.

- Develop relationships within the voluntary sector and funding networks to stay informed on issues affecting the sector.

General tasks and responsibilities

- Be a professional representative and Ambassador for the Charity at all times both internally and externally.
- Be an active part of the staff team by supporting, updating and informing colleagues, including via team meetings and sharing Outlook diaries.
- Keep abreast of national social policies and issues affecting the voluntary and community sector.
- Work in accordance with the charity's policies and procedures, including Data Protection, Equal Opportunities and Health and Safety.
- Be self-supporting for all administration and in the use of relevant IT systems.
- To occasionally work evenings and weekends.

Person Specification

Essential

- Experience of direct line management of operational staff.
- Programme or contract management experience.
- Knowledge of the charitable sector and an understanding of the needs of small, volunteer led groups.
- Experience in report writing with both quantitative and qualitative data.
- Experience of managing multiple programmes from initiation through to impact reporting.
- Strong communication skills to be able to communicate clearly and work effectively with a wide range of audiences.
- High level of IT proficiency with the ability to self-service, including an understanding of database development and Microsoft packages including- excel, powerpoint, word and outlook.
- Strong self-motivation and self-starter.
- Effective organisational and time management skills including prioritising.
- Valid driving licence for use in the UK and access to a car.

Desirable

- Project management qualification.
- Knowledge of Birmingham, the Black Country, Coventry, Solihull and Warwickshire.
- Experience of working or volunteering in a charitable organisation.

Please note that this job description is to be regarded as guide to the tasks and activities we believe will be required but that it is not exhaustive and may change and evolve to reflect the changing needs and demands of Heart of England Community Foundation.