



Stratford
Town Trust

at the heart of our community

Job Description

Grants Manager

Full Time permanent

Job Purpose

Reporting to the Chief Executive and with responsibility for the overall grant making strategy ensuring that Stratford Town Trust operates in line with the Strategic Plan, the Community Investment Policy and in accordance with the Charitable Objects. Lead the Grants Assistant to implement, and manage efficient and effective systems that drive a genuinely diverse range of grant applications to deliver a sustained impact. Devise an impact assessment methodology that facilitates reporting back to a range of stakeholders. Work alongside the Head of Finance to ensure appropriate monitoring and financial management of the grants budget from pre-application stage through to project evaluation and reporting.

Key Responsibilities

- Work with the Chief Executive and Grants and Community Engagement Committee to implement the Community Investment Policy in line with the aims as set out in the Trust's Strategic Plan
- Work closely with the Head of Community Development to acquire a sound awareness and understanding of community needs, trends, challenges and opportunities by the collection and analysis of data (e.g., demographic, social or other) to inform the grants strategy and decision-making.
- Have a sound and up to date understanding of the legal framework in relation to grant-making under the guidance of the Charity Commission and other related bodies.
- Review the Community Investment Policy annually, advising the Chief Executive and Grants and Community Engagement Committee of any required changes as a result of changing local priorities or third party socio economic needs assessments.
- Develop a network of positive relationships with other organisations, including but not limited to, public bodies; voluntary sector; charities; societies and individuals, to help unlock other sources of funding, maximise shared opportunities and enable partnership working.
- Work with the Communications Officer (or designate) to develop and implement a communications plan to maximise all opportunities related to STT grant-making activity.
- Manage and refine the grant application process through the use of appropriate software, robust due diligence procedures and control measurements.
- Support and advise grant applicants through every stage, building strong and supportive relationships with those seeking guidance throughout the application process, in order to ascertain their eligibility, understand their needs and ultimately ensure that the application process is open and accessible to all.

- To assess and make recommendations for Grant awards through devising a transparent scoring system that ensures impartial review.
- To maintain contact and open communication with grant applicants throughout the period of grant enabled activity to gain insight; encourage partnership working and to help them to take full advantage of the grant.
- To ensure that grant recipients deliver project reports/evaluation on time.
- To work alongside the Head of Finance to forecast the financial year allocation of the grants budget across various rounds, projects or funding initiatives; monitor actual commitment against forecast; prepare year end reconciliation by application, grant type or theme.
- To liaise with Finance Department in the delivery of monthly grant payment and quarterly reconciliation of outstanding grants awaiting payment.
- To develop a database of potential grant applicants (charities, groups and projects) and pro-actively work with them to encourage new and innovative applications.
- To act as Grants and Community Engagement Committee Officer ensuring that papers and minutes are prepared and distributed in a timely manner.
- To act as a member of the Trust's Management team contributing to the overall efficient running of the organisation.
- To promote and safeguard the reputation of Stratford Town Trust and the charity sector.
- To build an informal network of contacts with other grant giving charities.
- To represent Stratford Town Trust on relevant boards or committees where appropriate.
- From time to time as requested by the CEO, to attend Board or other meetings to brief the Trustees on grant making issues.
- Maintain a professional awareness of sector trends and developments, implementing changes and improvements to the service and delivery as appropriate.
- Maintain an awareness and ensure compliance with guidance around use of personal data and financial transactions.
- Any other duties as shall be assigned from time to time commensurate with the level and nature of the post.

Essential attributes

Proven experience of grant making ideally within a community setting

Extensive knowledge of the fundraising and grant making sector

Proven ability to manage and motivate line reports

Good administrative and organisational skills

Excellent networking skills and ability to develop relationships

The presence and personality to operate successfully as an ambassador for the STT

Proactive with the ability to manage multiple projects simultaneously

A confident team player with a positive outlook who is able to engage and build rapport

Desirable Attributes

Experience with Benefactor database or other similar databases

A keen attention to detail and focus on accuracy

A clear and convincing communicator

Proficient in all Microsoft applications

Salary: £35k