

Grant Management Senior Manager

Job Level	5	Job Reference No:	
		Role review date:	May 2024
Directorate	Marketing & Fundraising	Function	Proposals and Grants
Service	Partnerships & Philanthropy	Reports to:	Head of Proposals and Grants

Scale and scope of role

Direct reports	3	Indirect reports	0
Budget responsibility/ accountability	NA	Accountable for other resources	NA

Context

We help anyone, anywhere in the UK and around the world to get the support they need if crisis strikes: connecting human kindness with human crisis.

We enable vulnerable people in the UK and abroad to prepare for and withstand emergencies in their own communities. And when the crisis is over. We help them to recover and move on with their lives.

We are part of the Red Cross and Red Crescent global humanitarian network.

Our Values and Principles

Our values (compassionate, courageous, inclusive and dynamic) underpin everything that we do. As a member of the Red Cross and Red Crescent Movement, the British Red Cross is committed to, and bound by, its **fundamental principles**: humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

Diversity

At the British Red Cross, we are looking for the right people to help us provide support to millions of people affected by crisis. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone regardless of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Diversity is something we celebrate, and we want you to be able to bring your authentic self to the British Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness.

Purpose of the role

The role will work in the Proposals and Grants team, which is the internal powerhouse behind high-value fundraising at the British Red Cross. This team works directly with both fundraisers and operations colleagues to identify and shape compelling external cases for support and leads on reporting the impact of existing investments. The team works together

to provide end-to-end support for Philanthropy and Partnerships colleagues and supports their efforts to significantly increase transformational funding that supports the organisation's strategy.

The role of the Grant Management Senior Manager is both to lead a team of excellent grant managers and actively hold a portfolio of some of the most complex grants that the organisation manages. Bringing experience of best-practice impact reporting, you will support the wider team to maintain and secure new high-value, multi-year investments. A key part of the role will also be to build a team responsible for flagging compliance concerns and other risks to fundraisers at the earliest opportunity and working proactively to find solutions. To do this, the role will need to find, train and retain talented staff that can work at pace to keep up with the ambitious trajectory for growth within the Philanthropy and Partnerships Directorate.

Key responsibilities

- To oversee the team's portfolio of high value Corporate, Trust, Philanthropy and Institutional grants supporting British Red Cross work in the UK and internationally ensuring that donor requirements are met.
- To personally manage a complex portfolio of high-value Corporate, Trust, Philanthropy and Institutional grants.
- To support and strengthen the overall grants management processes, systems, resources, tools.
- Build and maintain excellent relationships with both fundraising colleagues and service delivery teams to ensure that challenges can be overcome in a professional and timely way.
- Provide technical assistance on grant terms and conditions across the portfolio, advising fundraising teams, service and finance colleagues, and external partners.
- Feed into Go/No-Go processes and take responsibility for accurate record-keeping around key decisions for internal audit purposes.
- To ensure that organisational learning and insights gained from the management of projects are shared and that systems are continuously improved.
- To lead on collaborations with colleagues from Operational services and Innovation & Insight team on the development of BRM (beneficiary relationship management) processes, data capture and analysis of data. To ensure the Ascent fundraising and other databases / team reports are accessed and updated as per agreed guidelines.
- To provide coaching support and advice to colleagues in addressing issues arising in their respective portfolios.
- Manage the work of line-reports, interns, trainees and volunteers and provide a mentoring role.

Leadership Behaviours

- Authentic, consistent and honest leader.
- Actively listens and allows others to be heard.

- Adaptable to changing needs, pressures and opportunities.
- Empowers others based on their skills and expertise.
- Dynamic, inclusive, compassionate and courageous.

Team Leader

- All team members understand their responsibilities and objectives.
- All resources involving staff are managed in accordance with BRC policies and procedures.
- All staff are kept informed of all relevant organisational plans and updates on development.
- Team ideas and comments are communicated and forwarded appropriately.

Team Member

- Actively participates in all team meetings.
- Supports other team members.
- Works and behaves in accordance with all BRC policies, procedures and in line with our Values in Action.
- Upholds the fundamental principles of the Red Cross and acts with integrity, in accordance with the Society’s values (inclusive, compassionate, courageous and dynamics).

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.

Pre-engagement checks

Criminal Records

Type of criminal record checks required for this role:

England and Wales – Disclosure and Barring Service (DBS)
• None
Scotland
• None
Northern Ireland
• None

Drivers Check - Required – No

Person Specification

	Evidence obtained through
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Requirements	Shortlisting (S), Interview (I), Assessment (A)		
Knowledge and Skills	S	I	A
<p>Essential</p> <ul style="list-style-type: none"> • High level knowledge of the grants management processes and associated tools for multiple funder types, including institutional, corporate and philanthropic donors. • High-level knowledge of best-practice impact reporting, tools and presentation options. • Excellent reporting and financial management skills, with a focus on risk identification and early mitigation. • Current knowledge of the UK Voluntary/Public Sector and the main issues they are trying to address that dovetail with BRC’s services. • Excellent internal and external influencing and negotiating skills, including for the most senior stakeholders. • Excellent planning and organisation skills. Application of these skills to improve internal systems for efficiency, accuracy and greater engagement. • Leadership skills in dealing with challenging issues. Ability to independently flag risk, identify solutions and take appropriate action. • Confident use of Microsoft Office, including Excel. • Excellent writing skills and the ability to produce audience specific impact reports. 	<p>S</p> <p>S</p> <p>S</p> <p>S</p> <p>S</p> <p>S</p> <p>S</p> <p>S</p> <p>S</p>	<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>	<p>A</p> <p></p> <p>A</p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>
Experience	S	I	A
<p>Essential</p> <ul style="list-style-type: none"> • Managing 7-figure grants amend above from recognised donors such as the Big Lottery Fund, and / or other institutional donors such as European Commission, corporate donors or high-profile philanthropic donors. • Experience of advising on the management of grants regarding processes and procedures that support best-practice impact reporting. Including experience of tracking income and reporting for large programmes across multiple sources of funding. • Managing projects and liaison with internal and external partners at a senior level, especially around managing and responding to risk. 	<p>S</p> <p>S</p> <p>S</p>	<p>I</p> <p>I</p> <p>I</p>	<p></p> <p></p> <p></p>

<ul style="list-style-type: none"> • Experience of monitoring and reporting on large and complex high value programmes and service budgets that have been subject to change. • Development of organisational-wide systems and processes for grant and project management. • Writing quality impact reports for high-value grants that have helped to secure uplifted grants. • Understanding and knowledge of institutional donor compliance 	S	I	
<ul style="list-style-type: none"> • Line management experience. • Knowledge and demonstrable understanding of main challenges facing humanitarian funding and the sector, Grand Bargain commitments and trends and impact of Localization. • Understanding of contracting and payment by results either in the UK or International context. 	S	I	
Desirable			
Additional requirements			
<p>Essential</p> <ul style="list-style-type: none"> - Ensures inclusive practice, challenges discrimination and promotes diversity in line with our Equality, Diversity and Inclusion (EDI) policy. 	S	I	
Values in Action			
<p>Dynamic</p> <ul style="list-style-type: none"> - We move forward as one team. - Every day, we're adapting, innovating and learning. - When the unexpected happens, we are calm, quick and efficient. - We respond smartly, using clear processes and systems. <p>Compassionate</p> <ul style="list-style-type: none"> - We stand for kindness. - People come first, no matter who or where they are. - We have genuine, open-minded conversations. - Together, we're a united force for good. <p>Inclusive</p> <ul style="list-style-type: none"> - We are open to all. - We treat each other with dignity and respect. - Every person's uniqueness is valued, supported and celebrated. - Our individual backgrounds and experiences make our organisation stronger. <p>Courageous</p> <ul style="list-style-type: none"> - We are bold. - We show our strength by doing the right thing. - We aren't scared to test our creative ideas. 			

- As humanitarians, we go the extra mile to help people in crisis		
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We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act), who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.