

## **JOB DESCRIPTION GRANTS MANAGER**

<b>Location:</b>	<b>CURRENTLY DUE TO THE COVID PANDEMIC STAFF ARE WORKING REMOTELY.</b> Usually based at Jigsaw (South East) offices in East Grinstead, West Sussex. The post involves some travel within Surrey and surrounding areas.
<b>Accountability:</b>	The post holder will be managed by the Business Development Manager at Jigsaw (South East).

Jigsaw (South East) is a registered charity supporting children and young people in Surrey and parts of Sussex and Kent, who have experienced the death of a significant family member and those who have a family member with a life limiting condition. Established in 2012, we provide children and their families with support, the chance to meet others in the same situation and the coping strategies to manage their grief both now and in the future.

The Grants Manager role is a new role created to build on our recent success in establishing grant income as our core funding stream. The post-holder will take the role further to grow this income stream to support the charity's exciting next phase. The post-holder will work closely with the Business Development Manager and rest of the team and will be well supported in embedding the role within the charity.

We are seeking an experienced charity fundraiser with proven persuasive writing skills, ideally in grant applications, and the ability to take ownership of this important income stream, working closely with other team members. The charity has recently appointed a Charity Director and additional trustees to develop a future service and fundraising strategy. This role is a crucial part of developing a long-term sustainable income stream to enable the charity to adapt the service to meet the growing needs of bereaved children and young people. The role would suit someone who thrives on working in a small, supportive and friendly team and is passionate about making a difference to local families.

### **1. Main Purpose of Job**

The purpose of the job is to manage and further develop our successful grants programme in order to provide a sustainable income stream from trusts, foundations and other grant-giving organisations. This role is part of the small Business Development team that oversees all fundraising activities.

## 2. Principal Duties and Responsibilities

This successful candidate will be responsible for overseeing our work-plan for the grant management process and meeting income targets which are agreed annually. The role works closely with the Business Development Manager and is supported by a Grants Co-ordinator.

Responsibilities include:

- To identify and research prospective trusts, foundations and grant-making organisations to maximise income to meet income targets.
- Plan and maintain the grant application schedule in line with the charity's funding needs by working with the Service team to agree priorities.
- Write compelling and persuasive grant applications, including major multi-year applications and Charity of the Year applications, and oversee all applications submitted on behalf of the charity, ensuring accuracy.
- Ensure that the charity maintains ongoing relationships with all grant funders in line with their wishes, providing interim updates and end of grant reports, using the activity/outcomes information available and adapting it to the needs of the funder.
- Ensure that accurate records of all stages of the application process are maintained and produce quarterly reports for the Trustee Board and management team.
- Monitor the financial performance of the grant income stream, reporting on variances to budget and producing forecasts.
- Ensure that all income/costs are recorded in line with grant restrictions.
- Oversee the introduction of a CRM database for grant funding records.
- Line-manage the Grants Co-ordinator who updates all grant application records, assists in research and writes some of the funding applications.
- Contribute to our fundraising strategy by developing the grants income stream into an ongoing sustainable income stream to support future growth.
- Work closely with other members of the team and, on occasions, support in other fundraising duties.

### Training/supervision:

The post-holder will receive comprehensive induction and familiarisation.

**Hours of work:** 15 hours per week, to be worked over two or three days. The precise hours will be mutually agreed on appointment. We offer flexible working for this role.

**Terms & conditions:** Jigsaw (South East) terms and conditions of service.

**Salary:** £25,000 (pro-rata) Full-time equivalent is 35 hours.

*This job description outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post holder and Jigsaw South East.*

*Jigsaw South East is committed to promoting equality and diversity and a culture that actively values difference and recognises that a diverse workforce contributes to our aim of making our services inclusive and accessible to people from all sections of the community.*

*Jigsaw South East works with children and young people and we are committed to their safety and welfare. The successful applicant will be required to complete a satisfactory DBS check and comply with our Safeguarding policy and our Fundraising Code of Practice. The role will also be subject to satisfactory references.*

For further information about the role, please contact Carolyn Steer, Business Development Manager at [carolynsteer@jigsawsoutheast.org.uk](mailto:carolynsteer@jigsawsoutheast.org.uk) or on 01342 313895.

Closing date: Midday 15<sup>th</sup> April 2021

Interviews:

## **Person specification:**

### **You will have essential experience in:**

1. Writing high-quality grant/funding applications and reports, presenting compelling cases for support and impact information.
2. Maintaining and developing successful funder/stakeholder relationships through timely and appropriate communication and engagement.
3. Understanding financial information and producing financial reports and budgets.
4. Seeking information from within the charity or outside that is relevant to the role and adapting it to the format and audience needed.