

Job Title:	Grants Manager
Team:	Impact
Reports to:	Director of Impact and Charitable Programmes

Role Outline:

The Grants Manager is responsible for the strategic oversight and operational delivery of the Charity's grants and research funding programmes. The postholder will lead the end-to-end management of funding activities, ensuring charitable investment delivers measurable outcomes and aligns with organisational priorities.

The role combines programme management, stakeholder engagement, impact evaluation and governance. Working closely with colleagues across the Charity, NHS Trust partners, researchers and funding recipients, the Grants Manager will oversee funding processes, monitor outcomes, maintain effective governance arrangements and ensure the impact of charitable funding is clearly evidenced and communicated.

Key Competencies:

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| • Strategic Programme Management | • Communication and influencing |
| • Stakeholder Relationship Management | • Governance and Compliance |
| • Impact Measurement and Evaluation | • People Management |
| • Data Analysis and Insight | • Planning and organising |

Responsibilities / Accountabilities:

Grants and Research Programme Management

- Lead the delivery and continuous improvement of the Charity's grants and research funding programmes.
- Oversee the full lifecycle of funding programmes, from application and assessment through to award management, monitoring and closure.
- Act as the primary point of contact for major grant and research awards.
- Ensure grant-making activities align with organisational objectives and strategic funding priorities.
- Develop and maintain effective funding processes, systems and controls to support efficient programme delivery.
- Coordinate grant review panels, funding meetings and decision-making processes.

Monitoring, Evaluation and Impact

- Lead the development and implementation of frameworks for measuring the impact of charitable investment.
- Monitor funded projects to ensure delivery against agreed outcomes, milestones and reporting requirements.

- Analyse programme data and performance information to generate meaningful insights and recommendations.
- Produce reports, dashboards and performance updates for senior leadership, trustees and other stakeholders.
- Support evidence-based decision making through robust evaluation and impact reporting.

Stakeholder Engagement and Communication

- Build and maintain positive relationships with NHS Trust colleagues, researchers, grant holders and external partners.
- Act as a key liaison between the Charity, funding recipients and partner organisations.
- Support the development of impact stories, case studies and funding outcomes for supporters and donors.
- Collaborate with fundraising and communications colleagues to demonstrate the impact of charitable funding.

Governance and Compliance

- Ensure effective governance arrangements are in place across grants and research programmes.
- Maintain oversight of reporting requirements, audits and compliance obligations.
- Identify, manage and escalate programme risks where appropriate.
- Ensure accurate records are maintained within CRM and reporting systems.
- Support the preparation of papers, reports and recommendations for committees, senior leadership and trustees.

Leadership and Team Development

- Provide day-to-day leadership and management of the Grants & Research Officer.
- Set objectives, provide regular feedback and support professional development.
- Foster a collaborative, accountable and high-performing team culture.
- Contribute positively to the wider leadership of the Charity.

Behaviours and Qualities:	Skills and Knowledge:
• Demonstrates commitment to the Charity's values and strategic objectives. • Builds effective relationships and partnerships with a range of stakeholders. • Takes ownership, accountability and delivers high-quality outcomes. • Thinks strategically and uses sound judgement to solve problems and make decisions.	• Experience managing grant programmes, research funding programmes or similar initiatives. • Experience in a management, programme management or funding-related role. • Strong understanding of grant-making, programme management and funding governance.

Job Description

• Proactive, adaptable and responsive to changing priorities. • Maintains high standards of professionalism, integrity and attention to detail. • Leads collaboratively and supports the development of others.	• Experience of impact measurement, evaluation and performance reporting. • Ability to analyse information and present clear recommendations to stakeholders. • Strong stakeholder management, communication and relationship-building skills. • Experience producing reports and presentations for senior stakeholders. • Proficient in CRM systems, databases and Microsoft Office applications. • Strong organisational skills with the ability to manage multiple priorities and deadlines. • Understanding of governance, compliance, risk management and budget monitoring. • Experience developing impact measurement frameworks or outcomes-based approaches.
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This list is not exhaustive, and additional responsibilities may be assigned which are reasonable in order to deliver aims of the Charity

This document will be reviewed periodically and is subject to modifications where appropriate.