

## JOB DESCRIPTION

<b>Job Title</b>	<b>Head of Grants and Partnerships</b>
<b>Department</b>	<b>Services</b>
<b>Reporting to</b>	<b>Director of Services</b>
<b>Line Manages</b>	<b>4-6 direct reports</b>
<b>DBS/BD/PVG:</b>	<b>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b>
<b>If applicable - Level of check required</b>	<b>DBS Basic</b>
<b>Location</b>	<b>Avonmore Road, London W14 8RR (with hybrid working and UK national travel)</b>

### **About Independent Age**

Independent Age is a national charity founded over 150 years ago. We focus on older people facing financial hardship, with a clear mission to ensure that as we grow older, we all have the opportunity to live well with dignity, choice, and purpose.

Our award-winning information and advice services offer free impartial and expert advice covering various subjects, such as money, health, care, and housing, and we use grant-making to build partnerships with organisations at a local and national level. Our policy, influencing and campaigning is focused on changing and influencing government policies so that older people facing financial hardship receive the benefits and government support they deserve.

### **Job Purpose**

The Head of Grants & Partnerships is responsible for the successful development and implementation of the grants strategy, and for overseeing some key partnerships, working closely with both internal and external stakeholders. The postholder will also play a key role in helping Independent Age evidence and articulate our impact.

### **Key Responsibilities**

#### **Strategy and management**

- Responsible for development and operational implementation of the grants strategy
- Provide inspirational leadership and effective performance management of reports with agreed objectives and development plans in place to enable them to perform their roles effectively
- Develop your annual plan and budget in line with organisational expectations
- Effectively manage your budget diligently, embedding a culture of careful financial

- management, financial awareness and scrutiny
- Maintain compliance and adherence with all processes to ensure good governance
- Maintain relevant sector knowledge and experience and represent Independent Age at conferences and events
- Create positive relationships with Heads of Departments and SLT, as well as other internal and external stakeholders, to share knowledge, insight, and evidence
- Contribute and lead organisational projects, ensuring delivery to time and budget
- Work closely with Income Generation Teams to develop fundable propositions

## **Grant Management and Operations**

- Oversee all Independent Age grant programmes and funds, ensuring they are developed and delivered in line with the strategy
- Develop and implement Standard Operating Procedures, ensuring there are clear and documented effective, efficient and impactful grant making procedures
- Develop and implement grant making policies and supporting documentation, working with the Director of Services to ensure appropriate sign off and oversight from Board
- Oversee work of the team in researching and generating new funding proposals, programmes and partnership opportunities.
- Manage a portfolio of live grants, in particular higher value grants.
- Conduct grantee assessment and monitoring visits, build effective relationships with grantees and partners and oversee the team's work in this area.
- Oversee and develop the appropriate areas of Salesforce to manage our grants and partnership work, ensuring this is developed and updated appropriately and accurately
- Oversight of, and reporting on, our annuitants programme of grants to individual older people which closed to new applicants in 2014

## **Partnerships**

- Working closely with SLT, National Services and Policy & Influencing, identify and lead on the development of strategic partnerships that support meaningful collaboration and support wider impact
- Ensure the Grants & Partnerships team acts a conduit between funded partner organisations and other teams across Independent Age.
- Together with Independent Age senior staff/trustees, and particularly the Income Generation Directorate, identify and build relationships with key funders including Corporate Partners, Trusts and Foundations and Major Donors with an interest in supporting work with older people

## **Impact and evaluation**

- Contribute learning, insight and evidence gained through our grant making and services to the wider organisation to ensure appropriate strategic focus and continuous improvement
- Be responsible for the development of outcome measures and monitoring and evaluation to be able to evidence our impact, and inquisitive about the impact of our funding at an organisational level as well as at a programmatic level
- Oversee and participate in the development, implementation and ongoing improvement of grant evaluation and impact reporting, both at grantee level and internal/management reports

- Produce reports and papers for SLT and board, as well as support the team to produce reports, evaluate activity and analyse data
- To lead on the monitoring and review of Independent Age's grant making performance and quality management
- To lead on data analysis and impact measurement to inform future programmes, supporting colleagues to interpret data and act on findings
- To commission work, where appropriate, for example independent evaluations
- To support Independent Age to understand and improve its impact

## **General Responsibilities**

- Undertake any other duties commensurate with the level of the role
- Have fun and challenge yourself at work, model the charity's values and abide by our policies and practices
- Embrace diversity and share in our commitment to equality of opportunity and to eliminating discrimination
- Contribute to our fundraising effort by embracing opportunities to fundraise yourself, to promote fundraising and to support the fundraising team
- Share in our commitment to safeguarding adults at risk of harm
- Use the charity's resources efficiently and effectively to ensure that our financial resources are demonstrably used for the benefit of our service users
- Ensure that information is obtained, used and stored in accordance with our Data Protection and Confidentiality policy

## **The Way We Work**

At Independent Age we live by our values and EDI principles.

Our Values are that we are:

**Purpose-driven** - *the experience, needs and views of older people are central to everything we do*

**Compassionate** - *we listen, care and take action*

**Expert** - *our work is evidence-based and solution-focused*

**Collaborative** - *we work in partnership to maximise our impact*

**Accountable** - *we work with integrity and transparency*

**Inclusive** - *we value diversity and always treat everyone fairly with dignity and respect*

Our EDI Principles are that we will:

- proactively challenge ageism and all other forms of discrimination throughout all our work.
- celebrate and champion diversity within and outside our charity and create a culture where everyone knows that they belong.
- develop our leaders so that they can act as role models and champions to our staff so they can embrace these principles and apply them in their work

- deliver equity of opportunity for our staff, volunteers and the people who use our services whether they have a protected characteristic or not
- ensure our strategy, policies and actions are integral to our annual planning processes to ensure that we deliver our goals and that our values are central to their delivery
- commit to setting minimum target indicators for diversity and regularly review progress
- collect data to enable us to track our progress
- be publicly accountable and transparent about our progress
- use our influence to proactively champion the principles of EDI internally and with external partners
- continuously improve, adopt best practice, and learn from and share with others.

## **PERSON SPECIFICATION**

### **You should have...**

- Significant experience at a senior level of grant making strategy development and implementation
- Demonstrable experience of overall responsibility for grant-making programmes, including programme development, grant assessment and management, monitoring and evaluation.
- Proven experience of developing, implementing, improving, and maintaining effective grant making policies and procedures
- Strong financial literacy, with demonstrable experience of financial review and risk assessment of charities and funding proposals.
- Demonstrable experience and skill in successfully leading and developing teams
- Demonstrable experience of developing and maintaining partnerships to successfully deliver strategic objectives
- Strong presentation and communication skills in oral and written form.
- An understanding of the voluntary sector across the UK, including the range of organisations, activities undertaken and funding context.
- Familiarity with a range of evaluation approaches and frameworks.
- The ability to think critically about established grant making practice and help IA frame a grant-making approach which actively supports its strategic goals.
- Well-organised and able to prioritise, manage a busy and varied workload and work to set deadlines.
- Demonstrable experience of effective decision making and implementation of organisational decisions
- Proficiency with IT and computer-based information systems / CRM's and Microsoft Office applications to an intermediate standard
- Highly organised with a good attention to detail.
- Ability to work as part of a team as well as independently and without close supervision.
- Ability to undertake travel across the UK

### **Ideally you would have...**

- Experience and knowledge of social impact, including developing Theories of Change, developing and reporting metrics, data analysis
- Experience of contributing to strategy development and delivery.
- Experience commissioning work, undertaking tendering processes and managing subcontractors
- An understanding of the key challenges facing older people and the social inequalities they face.