

JOB DESCRIPTION

Job Title	Grants and Partnerships Manager (south of England and Wales)
Department	Services
Reporting to	Head of Grants and Partnerships
Line Manages	N/A
DBS check requirement	Basic
Location	Avonmore Road, London W14 8RR (with hybrid working)

JOB PURPOSE

The Grants and Partnerships Manager (south of England and Wales) is responsible for helping to manage and deliver Independent Age's grants strategy and programmes, awarding funds to organisations that support older people in financial hardship across the UK, and building relationships with grants partners. They are the designated portfolio manager of funds awarded in the south of England and Wales and work closely with the Grants and Partnerships Manager for the north of England and Scotland.

KEY RESPONSIBILITIES

- Manage end-to-end grant programmes, including development of fund criteria and guidance.
- Support the scoping, design and implementation of new grants programmes.
- Conduct outreach to identify potential applicants and assist with promotion of funding opportunities.
- Perform due diligence, assess applications and monitor funding risk of the grants portfolio, undertaking funding reviews where needed.
- Provide support and guidance to applicants and funded organisations.
- Conduct learning and monitoring visits, fostering positive relationships with grants partners. Travel across a wide geographical area is required to visit grants partners and organisations.
- Collect, review and assess data and insights from the funding portfolio to assist in grant evaluation and impact reporting, including case study dissemination.
- Manage budgets for grants programmes where applicable.
- Collaborate with Independent Age stakeholders, including colleagues in policy, services, communications and income generation teams, sharing insights and connecting them to grants partners for wider opportunities.

- Support the development and delivery of network building, resource provision and learning opportunities for grants partners.
- Help drive the continuous improvement of grant-making systems, policies and processes.

General Responsibilities

- Embrace diversity and share in our commitment to equality of opportunity and to eliminating discrimination.
- Model and embed Independent Age's values and behaviours.
- Share in our commitment to promoting welfare and safeguarding adults at risk of harm and any children or young people connected with them that we may come into contact with through our work.
- Ensure that information is obtained, used and stored in accordance with our Data Protection and Confidentiality policy.
- Undertake any other duties commensurate with the level of the role.

How 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

To put our EDI Principles into practice, we will:

- proactively challenge ageism and other forms of discrimination throughout 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 they can act as role models and champions and 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 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
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PERSON SPECIFICATION

You should have:

- Demonstrable grant making experience, including end to end grant management over several granting cycles
- Experience of contributing to the development of grants programmes and implementing learning
- Experience of supporting grants partners to achieve successful outcomes through proactive advice and support
- Experience of partnership working or casework, with the ability to demonstrate problem-solving and negotiation skills
- Strong financial literacy, with demonstrable experience of financial due diligence and assessment
- Data analysis and report-writing skills
- Clear communication skills with ability to interpret and summarise information accurately and concisely
- Good IT skills, with ability to use Excel and other Office software and online collaboration tools to a high standard
- Good interpersonal skills and ability to work as part of a team
- Understanding and commitment to equity and inclusion in grant making
- Ability to undertake regular travel across the UK (including overnight stays), primarily in Wales and the south of England
- A demonstrable passion for, and affinity with, our cause.

Ideally you would have:

- Knowledge and understanding of the third sector and funding landscape in Wales and/or the south of England (desirable)
- An understanding of the barriers and challenges experienced by older people and the social inequalities they face (desirable)
- Understanding of funding evaluation principles and methodologies, and experience of sharing learning effectively (desirable)
- Experience of organising and facilitating networking or learning opportunities (desirable)
- Experience of using Salesforce or a similar CRM (desirable)