

Job Description – Programmes and Grants Manager

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The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Summary of the role:	Job Title: Programmes and Grants Manager (Bedford Giving and Harpur Trust) Department: Community Programmes Location: Harpur Trust Office, Pilgrim Centre, Brickill Drive, Bedford Job Purpose: Responsible for ensuring programmes and partnerships meet strategic objectives of the Harpur Trust and Bedford Giving and run efficiently. Line Manager: Head of Grants and Commissioned Programmes Hours: 37 per week, but the postholder will be required to work as necessary to complete the job (subject to the Working Time Regulations 1998) Role Summary: Work across Harpur Trust and Bedford Giving Contract type: Permanent
Main duties and responsibilities:	This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment. <u>Programme development and commissioning</u> • Lead on development and commissioning of new programmes for Bedford Giving and The Harpur Trust as required, including scoping, research and design options. • Managing the day-to-day processes required to develop any new service or grants programme. This covers conception and design through to commissioning, assessing bids from suppliers, due diligence, writing recommendation papers to trustees, to writing and negotiating contracts and MoUs. <u>Contract management</u> • Day-to-day management of active contracts with partners including performance, relationship management and financial tracking. • Maintain accurate contract records, including approval of contract documentation, and where relevant contract and budget variations.

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	• Prepare contract management plans, regular contract review meetings, and solicit reports to ensure adequate data collection and evaluation. • Report to internal stakeholders, including Committees and Boards, on programme success and compliance. <u>Grant management</u> • Responsible for a specific area of the Trust's grantmaking, as allocated from time to time. • Oversee a small caseload of grant applications, carrying out due diligence, providing reports and evidence-based recommendations. <u>Other Community Activities</u> • Keep up to date with developments in the external environment and work with colleagues to reflect this in strategy and practice. Develop practical knowledge about new programme areas as required. • Programme monitoring, evaluation and impact tracking. Collate and share learning from programmes to ensure continuous development of best practise and impact. • Contribute to the development and implementation of impact measurement frameworks for Bedford Giving and Harpur Trust programmes. • Support communications and events activity as required • Any other duties in competence as required by line management
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Person Specification		
	Essential Criteria	Desirable Criteria
Qualifications	Educated to degree level or equivalent.	Training in programme commissioning, management and/or development.
Experience	Experience of commissioning and/or community programme development. Experience of programme delivery, grantmaking, or funding within the voluntary, charitable or public sector. Experience of liaising with and building relationships with a range of stakeholders.	Substantial experience of working in grant making or commissioning teams, ideally in the charity sector. Experience in a grantmaking role of assessing, managing and monitoring grants made. Experience of devising outcome based monitoring, evaluation and impact frameworks.
Knowledge & Skills	Strong contract and/or project management skills. Experience of working with financial systems and record management systems. Excellent oral and written communication skills, including the ability to present complex information clearly and concisely. Strong numerical skills with an ability to analyse and interpret financial statements.	Knowledge of charity law. Knowledge of Bedford voluntary and community sector. Proficiency in using Grants Management systems. Driving licence and access to own transport.
Personal competencies and qualities	Experience or interest in the aims of children and young people's charities. Collaborative and adaptable. Ability to problem solve and a can-do attitude. Ability to be in the Harpur Trust Office in Bedford 2-3 days per week and (with notice) as required for staff and stakeholder meetings. A commitment to diversity and inclusion, and to the Harpur Trust's mission to nurture potential and improve people's lives. Willingness to undertake UK wide travel if required.	An understanding of and interest in social policy and issues affecting children and young people.