

TRUST FOR LONDON

GRANTS MANAGER

JOB DESCRIPTION

The postholder is employed by the Trust for London Trustee on behalf of the Trust for London (the Trust).

The purpose of the post is, working with other staff, to assist and advise the Trust on funding policies, priorities and procedures including monitoring and evaluation, and learning from the work, so that funding decisions can be as responsive and appropriate as possible.

The Grants Manager is a member of the Grants team, which comprises the Chief Executive, Director of Grants, Director of Policy, other Grants Managers, and members of the grants administration team.

The Grants Manager reports directly to the (*Director of Grants or Director of Policy*)¹ to whom he/she is accountable for all aspects of their work, or in his/her absence the (*Director of Grants or Director of Policy*).

Each Grants Manager takes on specific responsibility and management of key areas of work, according to the Trust's priorities.

The key tasks are:

1. To undertake proactive work to identify and develop initiatives within the Trust's priority areas of work. This would include undertaking background research, actively seek the views and involvement of people with first-hand experience of the issues, policy analysis, establishing links with decision-makers, and networking with organisations and other funders.
2. To contribute to the development and promotion of the priorities and policies of the Trust.
3. To identify opportunities to influence policy makers by promoting evidence generated by funded organisations, commissioned research, or the Trust's own work, to bring about positive change.
4. To assess and make initial decisions on a wide range of proposals from organisations seeking funding/investment.

¹ Depending on who the line manager is

5. To visit and assess organisations and projects, make financial assessments of applications, write assessment and visit reports and make funding recommendations.
6. To consult and liaise with appropriate statutory and other funding/investment bodies.
7. To act as the lead Manager for the Trust in certain identified boroughs and to plan and participate in meetings to establish needs and priorities.
8. To liaise as appropriate with consultants working for the Trust and to be involved in managing contracts with commissioned organisations/individuals.
9. To take a policy lead on a number of relevant issues relating to the funding priorities of the Trust and to keep abreast of policy changes and write briefing reports, as appropriate.
10. To manage the approved grants/contracts/investments, including working with the finance department over the release of payments, and to handle other issues that may arise over the duration of the funding period.
11. To undertake additional visits to funded organisations in order to assess progress and to monitor and evaluate their work. If additional support is required, to ensure this is provided by identifying appropriate second-tier support or referring to commissioned organisations/individuals.
12. To actively communicate the Trust's work including assisting with the production and dissemination of reports and publications.
13. To assist with co-ordinating learning seminars, training courses and other events.

Other tasks required:

1. To contribute to a range of internal meetings.
2. To work to the CEO, Directors, Trustees and any Advisory Group as necessary.
3. To work as part of a small team and to attend and contribute to Grants Team and staff meetings.
4. To represent the Trust at external meetings.
5. To contribute to the Trust's regular review of their priorities.
6. To undertake any other relevant tasks in relation to the work of the Trust as requested by the Director of Grants and/or the Director of Policy and the Chief Executive.