

## Job Description

# Grants Manager, Charitable Operations

### Purpose of the role

Support the Programme Managers in the delivery of a portfolio of grant programmes to charities and organisations. The role may also be asked to manage low value/risk programmes as part of a defined developmental pathway.

### Key Accountabilities

- Provide day-to-day support to three or four grant programme managers as required, this may include completion of due diligence, maintaining grant records, monitoring the grant programme email boxes and communication with applicants.
- Compliance with all funding contract/grant agreement conditions regulations and guidance, including ensuring full GDPR compliance.
- Support Programme Managers with pilot projects/programmes to evaluate demand, impact, value for money, process improvement etc. attending project meetings as required.
- Provide support to the Programme Managers on the design and development of new grant programmes.
- Subject to experience, manage a small discrete grants programme(s).
- Undertake any other reasonable management request, including duties as can be reasonably expected to ensure the smooth running and efficiency of the Motability Grant Programme Team.

### Qualifications, Training, Professional Memberships or Accreditations

#### Desirable:

- Programme, project or grant management experience/training.
- A levels/applicable HND or equivalent.

#### Additional note:

The successful candidate will be required to complete an induction schedule developed to fit their role profile.

Approach and timescale will be discussed once in post.

### Experience and Track Record

#### Essential:

- Previous grants, project or programme support experience.

#### Desirable:

- Experience working in a grant providing charity.
- Previous exposure to mobility challenges.
- Experience of the disability sector (including hidden disabilities).



## Capabilities Profile – Technical Skills/Knowledge

### Essential:

- Strong IT skills.

### Desirable:

- Knowledge of programme management and grant funding.
- Experience of using CRM.

## Capabilities Profile – Leadership, Management or Personal Skills/Knowledge

### Essential:

- A passion to make a difference for our beneficiaries.
- A strong and demonstrable commitment to Diversity and Inclusion.
- Good written and oral communication skills.
- Well organised, with strong time management/prioritisation capabilities.
- Strong team player, able to work across multiple disciplines with both internal and external stakeholders.

## Reporting line

Reports to: Impact Grants Programme Manager, Charitable Operations, Motability.

## Key Interfaces:

- Grant applicants/beneficiaries.
- Multiple internal and external stakeholders as required.

## Resources, scale and scope of role, location and any travel factors:

- The role is based In Harlow, Essex at Motability's offices. Some travel may be required for training and offsite meetings.
- A blended working arrangement may factor in the role, to be agreed with the Head of Grant Programmes and Director Charitable Operations.

