**Woodlands Hospice Charitable Trust**

**JOB DESCRIPTION**

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| **Job title** | **Grants Manager** |
| **Hours of Duty** | **37.5 hours per week (37.5 WTE)** |
| **Base** | Woodlands Hospice, UHA Campus, Longmoor Lane, Liverpool L9 7LA |
| **Salary Band** | £22,738 - £27,489 per annum Woodlands Payscale Points 18-22 |
| **Responsible to** | Head of Income Generation  |
| **Accountable to** | Chief Executive |
| **Liaises with** | Charitable Grant Making Trusts/FoundationsStatutory grant departmentsExternal StakeholdersDonors/potential DonorsWoodlands Hospice StaffOther individuals/organisations the fundraising team deals with in its daily business both internal and external to Woodlands |
| **Job Summary** | Responsibility for writing, submitting and managing compelling bids to appropriate grant making trusts/foundations to secure significant levels of income from this source.Assisting with applications for statutory grants. |
| **1** | **Key Responsibilities and Tasks** |
| 1.1 | Responsibility for writing compelling application templates to persuade grant making trusts to support the Hospice  |
| 1.2 | Responsibility for submitting bids to those trusts already known to the Hospice and undertake extensive research to identify new trust prospects |
| 1.3 | Responsibility for preparing and submitting applications for support (ensuring that equal attention is paid to revenue giving trusts and those grants available for capital spend) including * Adapting templates to create bespoke applications for support
* Compiling relevant supporting documentation such as the Annual Report, Strategy Document and supporting information
* Completing online/offline application forms as appropriate
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| 1.4 | Initiate, establish and proactively manage relationships with grant makers |
| 1.5 | Monitor statutory funding opportunities and in liaison with Chief Executive and Finance Manager submit appropriate applications |
| 1.6 | Monitor progress against targets (e.g. number of projects and trusts identified, number of bids submitted, total income raised)  |
| 1.7 | Develop and manage a clear reporting structure to ensure all follow up reports are sent on time |
| 1.8 | Network with other Hospices and Hospice UK to ensure maximum opportunities for grants realised |
| 1.9 | Responsibility for ensuring the Hospice keeps pace with nationally recognised tools for grant applications and websites being developed for the submission of grants |
| 1.10 | Undertake any other reasonable duties as required by the Head of Income Generation to develop and deliver the Hospice business plan. |
| **2.** | **Governance & Quality** |
| 2.1 | Responsible for managing, developing and maintaining Standard Operating Procedures (SOP) for grant applications, to ensure consistency in approach and quality of all applications.  |
| 2.2 | Ensure compliance with all Data Protection regulations and information governance policies and standards |
| **3** | **Education and Training & Development** |
| 3.1 | Maintain an appropriate level of awareness and understanding of the Hospice and its work, to ensure applications reflect current services and requirements |
| 3.2 | Undertake continual personal development needs to keep pace with developing Hospice needs as well as individual needs. |
| 3.3 | Complete mandatory training as required |
| **4** | Equality and Diversity |
| 4.1 | Act in ways that support equality and diversity and work within the spirit and detail of legislation including the Equality Act 2010 paying particular attention to how this impacts on grant applications |
| **5** | **Confidentiality** |
| 5.1 | Information available within the duties of this post, which is strictly confidential, must not in any circumstances be passed on, either directly or indirectly. A contravention of confidentiality is regarded very seriously by the Hospice and may lead to disciplinary action. |
| **6** | **Health and Safety** |
| 6.1 | All employees are responsible for taking reasonable care for both their own health and safety and also the health and safety of colleagues. Staff are responsible for ensuring that they do not intentionally misuse or interfere with anything provided in the interests of health, safety or welfare e.g. misuse of equipment. |
| 6.2 | Follow all hospice infection control procedures. |
| **7** | **Administration responsibility** |
| 7.1 | Maintain accurate records of all grant activities and ensure that they integrate with the whole fundraising function including Donorflex |
| 7.2 | Prepare regular reports for the Head of Income Generation as and when required  |
| **8** | **Research** |
| 8.1 | Undertake surveys and collate audit data to inform the communication and marketing strategies as required |
| **9** | **Strategic Role** |
| 9.1 | Contribute to the strategy for grant applications in conjunction with the overall fundraising strategy |
| **10** | **HR Management** |
| 10.1 | There are no formal HR management responsibilities in this role but supervision of volunteers allocated to support this function is expected |
| **11** | **Financial Responsibility** |
| 11.1 | Work with the Head of Income Generation to set annual Grants fundraising budgets and regularly monitor performance, reporting on variances as required |
| 11.2 | Manage and maintain records of restricted funds raised, keeping Finance Manager and Head of Income Generation fully informed at all times |
| 11.3 | Work with Managers to help them identify their immediate and longer term funding needs through the Hospice Wish List |

Signed by Post Holder:…………………………………………………………

Dated …………… ……………………………………………………

Updated April 2022