**** Job Description

# Job Title Trust & Grants Deputy Manager

**Location** Manchester

**Salary** £16.49 per hour/ £30,011.80

**Band** G

**Hours per Week** 35 (Flexible 21 to 35 hours)

**Annual Leave** 25 days plus 10 Statutory holidays (pro-rata for part time / term time roles)

**Reports to** Trust & Grants Manager

**DBS Check** Checks not applicable to role.

**Job Summary**

To maintain and develop Henshaws’ Trusts and Grants fundraising programme, with the aim of maximising the charity’s income from trusts, foundations, lottery and statutory grant makers.

To achieve financial and performance targets set jointly with the Trusts & Grants Manager/ Director of Fundraising.

**Key responsibilities**

* Develop and implement strategic plans and budgets for the Trusts & Grants income stream to maximise income and other support complementing the fundraising strategy.
* Monitor progress against strategic plans, budgets and other agreed KPIs. Produce regular financial and activity reports including quarterly budget reforecasts.
* Work closely with Trusts & Grants Manager and Director of Fundraising to review and develop plans and targets on an annual basis.
* Plan and implement an annual programme of applications to trusts, foundations and other grant makers (including statutory and lottery) to achieve the Trusts & Grants financial target.
* Manage the whole process of the Trusts & Grants discipline, including the development of systems and processes.
* Provide excellent line management to the Trusts & Grants Fundraiser to maximise their results, and professional development.
* Sustain and increase current levels of financial support received from existing trust and grant donors, ensuring that relationships are effectively managed and maximised.
* Ensure regular and appropriate communication with existing funders, ensuring they are thanked and reporting requirements are met in a timely manner.
* Identify opportunities for the submission of high quality large funding applications including the development of complex project proposals tailored to funder need.
* Lead the Department and deputise for the Trust and Grants Manager on non-working days/when absent. Apply knowledge and provide expert guidance to all funding bids working closely with Senior Management Across the organisation.
* Maintain a strong knowledge of relevant legislation and fundraising best practice.
* Develop effective and professional relationships with colleagues at all levels, including working closely with finance and operational staff and Directors to develop funding proposals.
* Play an active role in Fundraising Business Group meetings, ensuring an effective two-way dialogue between fundraising, trustees, senior management and the wider charity.
* Maintain accurate and up-to-date records of all communications with funders, ensuring that this information is recorded on the fundraising database (Donorflex).
* Gain and maintain an in-depth understanding of the charity’s work, priorities and future plans, to inform fundraising plans and activities.
* Develop and maintain specialist knowledge of trends and developments in the sector, through completing relevant training, reviewing relevant press and publications and keeping up to date with industry news.
* Build a strong external network of commercial and voluntary sector contacts.
* Be an active and supportive member of the Fundraising Team, contributing to the team’s development and working collaboratively with colleagues and volunteers.
* Represent the charity at meetings and events as required. This will on occasion require travel within the North of England.
* Any other reasonable duties commensurate with this role, as required by the Trusts & Grants Manager/Director of Fundraising.
* To ensure that the charity’s policies and procedures are implemented and adhered to at all times, within the remit of the Trusts & Grants Manager post.

**Line Management Responsibilities**

* Lead and motivate to enable staff to work effectively, in a supportive and inclusive environment.
* Actively support staff wellbeing and a culture of positive mental health across the charity.
* Role model Henshaws values and adhere to Code of Conduct at all times, challenging behaviours which do not meet these values
* Demonstrate a commitment to Henshaws Strategic aims and embed a culture of sharing skills and specialisms which can be can be packaged into knowledge
* Carry out regular 1:1s and schedule team meetings as appropriate
* Undertake annual appraisals with staff members
* Undertake effective inductions for new team members and for staff returning from long absence
* Support appropriate staff learning and development within your staff team and ensure mandatory/statutory and role specific training for all team members is in date.
* To provide operational Health and Safety leadership across all areas of the team and wider organization - take action to prevent accidents, injuries and work related illness.
* Ensure all accidents/incidents and safeguarding concerns are recorded and managed in line with Henshaws policies and procedures.
* To abide by GDPR legislation and Henshaws Data Protection Policy at all times and ensure compliance by team members.
* Responsible for the recruitment of new staff within specific area, once appropriate support/training has been given
* Manage sickness absence fairly and effectively in line with Henshaws policies and procedures
* Manage performance and conduct issues fairly and consistently, taking advice from the HR department where appropriate

**General**

* Attend all Henshaws mandatory and compulsory training sessions, taking responsibility to ensure training is up to date at all times.
* Take responsibility for your own personal and professional development, including CPD where appropriate.
* Facilitate training and knowledge sharing across Henshaws Society, and other providers where appropriate.
* Adhere to and support others to uphold Henshaws Values: Inspiring, Proactive, Sharing, Compassionate, Empowering, Informed
* Offer a flexible approach to working hours to meet the needs of the organisation.
* Represent Henshaws in professional manner at all times, contributing to fundraising, marketing and recruitment activities for Henshaws Society as required.
* Comply with Henshaws Health & Safety requirements and be aware of and adhere to current Henshaws policies and procedures at all times.
* The employee may on occasions be called upon to undertake work in other locations in order to ensure obligations to students, service users and third parties are fulfilled.
* Any other duty as required by the line manager commensurate with the post.

**Person Specification**

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the
desirable criteria to produce the shortlist. All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

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|  | **Criteria** | **Essential/ Desirable** | **How Identified** |
| **Skills, Experience & Attributes** | Significant experience of successfully raising five to six figure sums from charitable trusts, lottery or statutory sources. | Essential  | Application form Interview |
| Proven management and leadership skills, with an ability to motivate others.  | Essential | Application form Interview |
| Good understanding of the external environment and an ability to operate at a senior management level.  | Essential | Application form  |
| Substantial experience of working within the voluntary and community sector, in paid and/or voluntary roles. | Essential | Application form Interview |
| Experience of developing strategic plans and budgets and monitoring performance against these.  | Essential | Application form Interview |
| Excellent verbal and written communicator, demonstrating excellent use of grammar and meticulous attention to detail. | Essential | Application form  |
| Excellent research skills with experience of presenting complex information in easy to understand formats.  | Essential | Application form  |
| Numerate and financially astute with an ability to interpret complex financial and statistical information. | Essential  | Application form Interview |
| Excellent time management skills with the ability to manage and prioritise competing deadlines. | Essential | Application form Interview |
| A committed team player able to work collaboratively but also able to work on own initiative to manage own workload. | Essential  | Application form Interview |
| Ability to build rapport and effective working relationships at all levels both internally and externally. | Essential  | Application form Interview |
| A proactive and highly motivated individual committed to the aims and mission of Henshaws. | Essential  | Application form  |
| **General & Specialist Knowledge** | Understanding of the needs of service users with visual impairments, learning difficulties and/or other disabilities. | Desirable | Application form |
| Understanding and/or experience of effective multi-agency partnership working. | Desirable | Application form |
| Fully IT literate with a good working knowledge of MS Office. | Essential | Application form |
| Experience of using Donorflex or a similar fundraising database.  | Essential  | Application formInterview |
| **Education & Training** | Educated to Degree standard or equivalent professional experience. | Essential | Application form / Copy of Certificates |
| GCSE grade A\*-C Maths and English or equivalent qualification. | Essential | Application formCopy of Certificates |
| IoF Certificate in Fundraising.  | Highly Desirable | Application formCopy of Certificate |
| IoF Diploma in Fundraising. | Desirable | Application form Copy of Certificate  |
| Willingness to complete training for continued professional development. | Essential | Application form |

Henshaws will make every endeavor to make any reasonable adjustments for applicants who require assistance in carrying out their duties due to a disability.

Henshaws is committed to safeguarding vulnerable adults and children. The post holder may be required to complete an enhanced DBS disclosure check including barring lists for Adult and/or child barring services.

Henshaws is committed to equal opportunities and positively welcomes applications from all sections of the community.