



Grants Manager

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For background information on the Tudor Trust please go to
www.tudortrust.org.uk

Background Briefing

About Tudor

The Tudor Trust is an independent grant-making charitable trust which supports organisations working to address the many different needs of people at the margins of society. The Trust does not focus its funding on specific themes or programmes, but instead aims to support a wide range of people and organisations working to achieve lasting change in their communities.

About Tudor's grants

A key feature of Tudor's grant making is an interest in funding smaller, under-resourced organisations which offer direct services within the most marginalised communities. We think that these groups have the knowledge and experience to identify problems and develop solutions which meet the real needs of the people they work with. We encourage them to apply for what they really want via a straightforward first-stage application. These are assessed by the Grants Team and then discussed at our weekly initial assessments meetings, led by one of our trustees. Applicants hear within a month whether or not their application will be taken through to our second stage.

Just over 10% of applicants get through to our second stage and then work closely with their allocated grants manager to develop a more detailed application for discussion with our trustees. We aim to make this process as swift and positive as possible for our applicants and to ensure that it is grounded in respect for the expertise of the applicant in their particular area of work. We endeavour to build funding relationships that are based on openness and trust and an important part of this is visiting our grantees, offering additional development support where appropriate and helping organisations facing similar issues to come together for peer support or information exchange.

Tudor is characterised by a high level of trustee involvement. Trustees come together with staff every four weeks to make grant decisions, discuss issues of wider interest and meet with applicants and grantees. They also visit beneficiaries, lead small groups looking at proactive work in a few key areas and oversee the performance of our socially responsible investment portfolio.

Tudor's grant making is values-driven, generalist, responsive, enabling and flexible. More recently we have reinforced our commitment to funding work with the most marginalised communities and our funding guidelines now stress our interest in supporting work which addresses marginalisation, as our applicants chose to define it.

In terms of future developments, we are working with a part-time Associate on how we can define and embed our values more clearly, develop a more effective approach to learning and reach beneficiaries that are not traditional recipients of foundation funding.

In 2016-17 Tudor received just under 2,900 applications and made 327 grants totalling just over £16 million. We are expecting this to increase by around 10% in 2017-18. About 95% of Tudor's grant making takes place in the UK, but there is also a small, proactive programme working with projects promoting ecological agriculture in Zimbabwe, Kenya and Uganda, which is supported by one of the other grants managers.

Our values

- Investing in relationships as the foundation of all we do
- Listening with intent: always trying to hear the real voice
- Starting from a position of trust in our interactions with others and demonstrating that we can be trusted
- Supporting communities to drive their own positive change
- Using our knowledge, experience and creativity to support groups flexibly
- Valuing people's time: acting quickly where helpful and taking time where needed
- Actively using the freedom we have as an independent funder
- Using our resources effectively to contribute to the health and strength of the community sector

Our teams

Tudor has eighteen members of staff, organised into three teams, who support the trustees in all areas of their work:

- The **Grants Team** is responsible for the grant-making process through assessing new funding proposals, engaging with applicants, presenting applications to trustees and providing ongoing support to around 800 grant holders. Each member of the Team is also involved in some grant decision-making, alongside a trustee, on our Delegated Decision Committee.
- The **Information Team** is responsible for the effective management of Tudor's first-stage application process and for internal and external information, communication and research activity.
- The **Resources Team** maximises the effective use of the Trust's resources by managing its overall finances, investments, human resources and the office environment.

This post

Tudor's Grants Managers come from a variety of backgrounds and have a wide range of experience and skills. It is a supportive team, where everyone is committed both to sharing their knowledge and learning from each other. Potential candidates may have experience of grant making, but we are also keen to hear from people with a live connection to the kind of groups we are interested in funding. We are looking for someone with creativity, flexibility and a high level of emotional intelligence.

**Tudor Trust
Grants Manager
Job Description**

Job Title: Grants Manager

Reports to: Grants Team Manager

Salary: range £33,000 - £43,000 (depending on experience) plus benefits

The Tudor Trust's Grants Team is responsible for the effective delivery of Tudor's grant-making process, acting as the interface between the applicants to the Trust and Tudor's trustees. The Team assesses initial proposals, prepares full applications for discussion with the trustees, implements their decisions and manages the development of grant relationships, providing on-going support for grantees.

The Grants Manager is a key member of the Grants Team and will be managed by the Grants Team Manager.

Purpose of role

The Grants Manager will be responsible for the assessment of initial proposals, the preparation of full applications for consideration by trustees and the ongoing management of a portfolio of grants. Supporting the continuing development of the organisations Tudor funds is an important aspect of the role, as is working with the team to develop Tudor's grant-making practice in line with its values.

Key responsibilities

Grants management

1. Assess initial proposals and discuss with the Grants Team which should be developed into full applications.
2. Develop and maintain constructive relationships (through correspondence, visiting, meetings and telephone calls) with a caseload of applicants, supporting them to develop their funding requests to the Trust.
3. Ensure sufficient and appropriate information is available for each full application to enable trustees to reach decisions. Present timely and high-quality applications to trustees providing background information, analysis and interpretation for each application.
4. Implement the trustees' decisions, provide feedback to applicants, initiate the payment of grants at the appropriate time and work with organisations on the

subsequent monitoring and evaluation of their grant, as well as supporting the ongoing development of the organisation.

5. Maintain clear and accessible records of all work undertaken using agreed standards. Update the Trust's database for all grants work undertaken.
6. Undertake regular monthly grant portfolio reviews to ensure that workload – around assessing first-stage proposals, working up applications for trustees and on-going grants management – is being well managed. Ensure outstanding commitments are followed up and withdrawn if appropriate and visits are done within an agreed time scale.
7. Contribute to effective team working by sharing information and skills within the Grants Team and by supporting colleagues.
8. Develop expertise and take responsibility for particular areas of grants-related work.

Support to the Trust

1. Support the trustees in continuing to shape and refine Tudor's grant-making vision and practice.
2. Liaise with the trustees, Director and other staff to ensure the smooth running of the administration systems of the Trust.
3. Contribute to Grants Meetings, Groups, Trustee Committees and Board Meetings as required.

General

1. Offer flexible support for the work of the Trust generally, as and when necessary. Provide cover for other members of the staff team ensuring that the work of the Trust can continue effectively and without interruption.
2. Represent the Tudor Trust in a way that is consistent with its values.

Tudor Trust Grants Manager

Person Specification

These are the main criteria on which your application and interview will be assessed.

Qualifications

1. Degree or equivalent experience (essential)

Knowledge and experience

1. Experience in a relevant role which has given you an understanding of smaller voluntary/community organisations (essential)
2. Some understanding of legal, finance & governance issues and organisational structures in smaller voluntary/community organisations (essential)
3. Proven experience of producing clear, concise and insightful information (essential)
4. Experience of building supportive relationships with a range of voluntary/community organisations (essential)
5. Knowledge and experience of the grant-making process (desirable)

Skills, abilities and interests

1. Aptitude for working alongside people from marginalised communities and people from a number of different cultures (essential)
2. Ability to work as part of a team (essential)
3. Ability to think and plan strategically (essential)
4. Good communication and relationship-building skills – must be able to work effectively with a diverse range of organisations, other team members and trustees (essential)
5. Excellent listening skills and the ability to ask the right questions (essential)
6. Ability to work on own initiative (essential)
7. High standard of written and spoken English (essential)
8. Good organisational skills and the ability to manage a diverse and demanding workload (essential)
9. Computer literacy including ability to undertake own correspondence and documentation and learn to use grant-making database (essential)
10. Financially literate (essential)

Attitudes and Approaches

1. High level of personal responsibility and emotional intelligence (essential)
2. Empathic with an open and curious approach (essential)
3. Supportive of the work and decisions of Tudor's trustees (essential)
4. Ability to get alongside organisations, allowing them to lead (essential)
5. Generous approach to knowledge sharing with organisations and colleagues (essential)
6. Able to accept and understand the values of others (essential)
7. Supportive and understanding (essential)

General

1. Commitment to Tudor's values, aims and ethos (essential)
2. Appropriate sensitivity to the needs of the people and organisations we work with (essential)
3. Ability and willingness to visit regularly across all regions of the UK, including some overnight stays (essential)
4. Full driving license and willingness to drive when required (desirable)
5. Evidence of commitment to work-related learning and development (desirable)

The Recruitment Process

Timetable

Deadline for applications	10.00am on Wednesday 29 November
Screening Interviews	Week of 4 December
Panel interviews	12 or 15 December
Final Interview ¹	Tbc
Decision made & successful candidate notified	Early January at the latest

To Apply

If you would like to apply for the role, then please send your CV and a completed Application Form (download from [this link](#)) by 10am on Wednesday 29 November to tudor@allysondavies-consultant.com.

Information

If you require any further information or you would like to discuss anything in more detail, please email tudor@allysondavies-consultant.com or phone Allyson Davies on 020 7828 3855 or 07968 556 164.

¹ This final interview will only take place if required.