



GRANTS MANAGER

CANDIDATE INFORMATION PACK

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For more information about the Tudor Trust please visit

www.tudortrust.org.uk

LETTER FROM THE DIRECTOR, CHRISTOPHER GRAVES

Thank you for your interest in the role of Grants Manager at the Tudor Trust.

For many years, we have sought to be an open, flexible and relational grant maker, listening carefully to applicants and grant holders. We value and support the groups we fund and emphasise that they, not us, are the experts on their work.

The Grants Manager will join us at an interesting moment. This year we will be setting aside time to re-think how the Trust operates, both from a practical and an ideological perspective. The Tudor team has recently spent time reflecting and listening to each other in order to understand the history of racism, the inequality it perpetuates, and how it can be dismantled. As part of the review process, we will be looking at how we can embed racial justice, both internally and through our grant making, and how we can incorporate all aspects of diversity, equity, and inclusion into our work.

The new Grants Manager will contribute to this ‘visioning’ work, as well as taking on an active grants load. They will join an experienced and supportive team and whilst they may have an understanding of grant making, this is not essential, as we are also interested to hear from people with a live connection to the kind of groups we are interested in funding.

We also aspire to increase the diversity of our Grants Team through this appointment because we are committed to our team reflecting the diversity of our grant holders. So, we are encouraging people from racialised (BAME) backgrounds to apply, particularly Black people who are under-represented on the Grants Team at the moment.

In this pack you will find more information, which I hope will give you all you need to apply for the role. If you would like to have a preliminary conversation before applying, please give our advisors Lara Oyedele or Allyson Davies a call (see the “More Information” section on page 10).

Thank you again. Your interest is really appreciated, and we hope to hear from you.

Yours sincerely

Christopher Graves

Director

BACKGROUND INFORMATION

About Tudor's Grant Making: <https://tudortrust.org.uk/what-we-do>

The Tudor Trust is an independent grant-making charitable trust funding a wide variety of different organisations working with people at the margins of society.

We tend to fund smaller, under-resourced organisations that offer direct services and address marginalisation as our applicants choose to define it. We have used an open grants application process (rather than specific funding programmes) for many years and encourage groups to apply for what they really want.

Our guidelines highlight the characteristics we look for in the organisations we fund which include: being embedded in their communities; offering long-term engagement; being reflective, energetic & committed; and giving a voice to the people who use their services.

Applicants send short first stage applications which are assessed by the Grants Team and reviewed at weekly meetings. We aim to respond to these within a month. Currently, just over 10% of first stage applicants get through to our second stage, where they work with a grants manager to develop the application for decision. These are then discussed by trustees and grants managers at four-weekly meetings where grant decisions are made.

We try to be open and flexible with a focus on building relationships. We encourage applicants to phone us to talk things through at any stage of the process; listen carefully; value people's time; and emphasise that the applicants, not us, are the experts on their work.

The vast majority of Tudor's grant making is in the UK, but there is also a small proactive programme with groups promoting ecological agriculture in Zimbabwe, Kenya and Uganda which is supported by one of the other grants managers.

Our journey since March 2020

As we moved into lockdown, in March 2020, we tried to maintain our relational model of grant making. Grants managers sent emails of support to all their grant holders and offered: a phone call to hear how things were; to discuss what flexibility we could offer on payment schedules and the use of existing grants; and, in some cases, a quick small grant to support the immediate needs of their communities. We continued to stay open for new applications. At Christmas time a year ago we offered a straightforward, small grant to all our grantees, to acknowledge their incredible work and give their staff, trustees and volunteers the chance to do something to support their own wellbeing.

In 2020/2021 Tudor received 2,292 applications and made 347 new grant commitments. In addition, we made 614 Wellbeing grants and 91 Immediate Support grants (for which no applications were required). The total of new commitments in

the year was £21m, of which 24% went to organisations with a focus on Black and Ethnic Minority communities.

In order to maintain our decision-making capacity our trustees met weekly in the first few months of lockdown. They've always been involved in visiting applicants and grant holders, but a move to online meetings enabled them to become involved in many more meetings with applicants via Zoom. As well as giving trustees the chance to develop a closer relationship with applicants and grantees this added a welcome layer of due diligence (as trustee decision-makers were able to ask applicants their questions directly) at a time when staff were dealing with higher workloads and timely decisions were essential.

Like many others, we moved to remote working just before the first lockdown, transitioning earlier this year to a more efficient Cloud-based IT system. This move was overseen by our new Head of Finance and Resources, who joined Tudor in the Summer of 2020. Since then, we have predominantly been working from home although the office building in Ladbroke Grove has been available for those who wish or need to make use of it, and we have used it on a number of occasions for each of our three teams to come together.

We have been privileged, over the last 18 months, to be able to spend time as a staff and trustee team, working with external facilitators, to share, reflect and listen to each other as we try to understand more about the history of racism, the inequity it perpetuates today and how it can be dismantled. Our aspiration is for Tudor to become a place where people from Black, Asian and other Minority Ethnic groups feel welcomed, at home, and confident that they will be listened to, understood and able to challenge. We are now on an exciting journey towards this as we develop a diverse team across all areas of the Trust's work, and put in place excellent internal processes to support and value each other.

Our teams

Tudor has twenty-one members of staff, organised into three teams:

- The **Grants Team** is responsible for the grant-making process through assessing new funding proposals, engaging with applicants, presenting to and discussing applications with trustees and providing ongoing support to around 800 grant holders. The Team is 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, IT and the office (and now, home) working environment.

The Management Team, made up of the three team managers and the Director, works with trustees to oversee the work of the Trust.

This post

Overall, the Tudor team is relatively racially diverse and also includes people who bring other diverse characteristics to the organisation. Whilst we do have racialised (Black and Minority Ethnic) people on our Management Team, Grants Team and Trustee Board, there is currently higher representation within the Resources and Information teams than in the Grants Teams.

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 to sharing their knowledge and learning from each other. Candidates for this post may have experience of grant making, but we are also interested in those with a live connection to the kind of groups we are interested in funding. We are looking for someone with energy, flexibility and high levels of emotional intelligence.

The retirement of a long-standing Grants Manager provides us with an opportunity to increase diversity within the Grants Team so that it more closely reflects the diversity of our grant holders. We are therefore keen to hear from people from racialised backgrounds, particularly Black people who are currently under-represented on the team.

Looking forward

The new postholder will be coming into the Trust at an exciting moment in our development. For the year from April 2022 the whole Tudor team is setting aside time to re-think how the Trust operates in the future. One of the main drivers for this is the learning we have done around racial justice and how we embed this both internally and through our grant making. We aim to spend time learning how to listen carefully to voices that we may not have heard before. We will challenge ourselves about how we can acknowledge power dynamics and make ourselves more accessible. We will review how we can incorporate all aspects of diversity, equity and inclusion into our work. We'll also be spending time on practical work such as revisiting our funding guidelines and website and considering how best to give feedback to unsuccessful applicants.

As well as contributing to this 'visioning' work in their first year, the new postholder will take on an active grants load from the retiring Grants Manager. Although we don't know quite what our grant making will look like as we move forward from April 2023 it is likely that we will continue with the open, flexible, and relational approach to grant making that has become Tudor's hallmark.

JOB DESCRIPTION

Job Title: Grants Manager
Reports to: Head of Grant Making
Salary: £36,000 to £42,000 depending on experience
Based: Notting Hill, London (currently working remotely and moving towards some core days in the office)
Contract: Full-time

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.

During the year from April 2022 Grants Managers will contribute, along with all other staff and the trustees, to a major piece of work re-thinking the vision, operation and structure of the Tudor Trust.

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

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 also an important aspect of the role.

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 applications 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 grant 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 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. Take responsibility for particular areas of grants-related work, as agreed.

Support to the Trust

1. Support the Trust 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 and philosophy.

PERSON SPECIFICATION

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

E = essential, D = desirable

Generic knowledge and experience	E	D
1. Some experience in a relevant role which has given you an understanding of smaller voluntary/community sector organisations	✓	
2. Understanding of legal, finance & governance issues and organisational structures in smaller voluntary/community organisations		✓
3. Proven experience of producing clear, concise and insightful information	✓	
4. Experience of building supportive relationships within a community setting	✓	
5. Understanding, knowledge or experience of the grant-making process		✓
Skills, abilities and interests	E	D
1. Aptitude for working alongside people from marginalised communities and people from a number of different cultures	✓	
2. Ability to work as part of a team	✓	
3. Ability to think and plan strategically	✓	
4. Excellent communication and relationship-building skills – must be able to work effectively with a diverse range of organisations, other team members and trustees	✓	
5. Excellent listening skills and the ability to ask the right questions	✓	
6. Ability to work on own initiative	✓	
7. Good written and spoken English	✓	
8. Good organisational skills and the ability to manage a diverse and demanding workload	✓	
9. Computer literacy including ability to undertake own correspondence and documentation and learn to use grant-making database	✓	
10. Financially literate with an ability to learn to interpret accounts and budgets	✓	
Attitudes and Approaches	E	D
1. High level of personal responsibility and emotional intelligence	✓	
2. Empathetic with an open and curious approach	✓	
3. Supportive of the work and decisions of Tudor's trustees	✓	
4. Ability to get alongside organisations, allowing them to lead	✓	
5. Generous approach to knowledge sharing with organisations and colleagues	✓	
6. Able to accept and understand the values of others	✓	
7. Supportive and understanding	✓	
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General		E	D
1.	Commitment to Tudor's values, aims and ethos	✓	
2.	Appropriate sensitivity to the needs of the people and organisations we work with	✓	
3.	Ability and willingness to visit applicants and grant holders in different areas of the UK (once it is safe to do so)		✓
4.	Full clean driving license and willingness to drive on Trust business if needed		✓
5.	Commitment to work-related learning and development	✓	

TIMETABLE

Deadline for applications	10.00am, Monday 7 February, 2022
Screening interviews (Allyson Davies and Lara Oyedele)	17 to 23 February
Panel interviews (Anne Lane, Christopher Graves, Shilpa Shah, with Allyson Davies and Lara Oyedele observing) and meeting some team members (Cathy Togher, Suneer Fida)	7 and 8 March
Final interview, if required	10 March
Decision made & successful candidate notified	Mid-March

HOW TO APPLY

If you would like to apply for the role, please send your CV together with a completed Application Form (download from [this link](#)) and Equal Opportunities Monitoring Form (from [this link](#)) by 10am on Monday 7 February to tudor@allysondavies-consultant.com. We value and respect all the differences that make us who we are, including: age, cultural background, disability and mental health, ethnicity and race, gender, gender identity and expression, sexual orientation, and social background. Your application will be anonymised to ensure that all candidates are treated equitably and not judged on the basis of their name.

MORE INFORMATION

If you want to discuss anything in more detail, please email tudor@allysondavies-consultant.com, or call 07968 556 164 to speak to Allyson Davies, or call 07957 307703 to speak to Lara Oyedele.

DATA PROTECTION

The personal information that you provide will be used to process your application for employment with the Tudor Trust. Personal information about unsuccessful candidates will be held securely for six months after the recruitment exercise has been completed; it will then be destroyed or deleted. If your application is successful and you take up employment, the information will be used in the administration of your employment with us. It will be kept secure and will only be used for purposes directly relevant to your employment.