



Candidate Information Pack

Grants Manager

(Maternity Cover: fixed-term contract for 12 months +)

£40,000 – £46,000, plus 6% pension contribution

Please find:

- Letter from Sara Harrity, Director
- Background Briefing
- Job Description
- Person Specification
- The Recruitment Process (timetable and how to apply)
- Links to the [Application Form](#) and [Equal Opportunities Monitoring Form](#)

**The A B Charitable Trust is committed to best practice in
equality, diversity and inclusion**

For background information on the A B Charitable Trust go to
<http://abcharitabletrust.org.uk/>

Letter from Sara Harrity, Director

Thank you for your interest in the role of Grants Manager at the A B Charitable Trust.

The Trust was founded in 1990 to champion human dignity and support marginalised and excluded groups. We have always sought to be a supportive and relational grant maker and we listen carefully to applicants and grant holders.

The Grants Manager will join us at an interesting and busy moment. We recently completed a strategic review which has helped to increase our focus on human dignity and human rights for the most marginalised and excluded groups. [Click here](#) to find out more. The Grants Manager will have experience of grant making, and will join a supportive and experienced team.

Building a team that is diverse and representative is hugely important, so whilst you will need experience of the voluntary, charity or community sector, we really want to hear from candidates from a wide range of backgrounds. **People who have a live connection to or personal experience of our priority areas and the intersection with structural racism are particularly encouraged to apply.**

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 email Allyson Davies to arrange this (see the “More Information” section on page 8).

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

Yours sincerely

A handwritten signature in blue ink that reads "Sara H".

Sara Harrity, Director

BACKGROUND BRIEFING

Are you our new Grants Manager?

- Are you committed to defending human rights and human dignity, and interested in issues affecting marginalised and excluded people?
- Do you have a personal or professional connection to one or more of our priority areas, and experience or an understanding of grant making?
- Are you emotionally intelligent and able to form and develop strong working relationships with a range of individuals and groups?

If so, then you might well be the right person to join the A B Charitable Trust at this exciting time.

About the A B Charitable Trust

The A B Charitable Trust funds organisations that support the most marginalised and excluded people, with a focus on:

- Migrants, refugees and people seeking asylum
- Justice system and penal reform
- Human rights
- Access to justice

The Trust was founded 33 years ago to promote and defend human dignity. Our grant total was £5.7 million in 2022/23 and is expected to be over £6.5m in 2023/24.

Based within a centrally located, modern office on Bloomsbury Street, the A B Charitable Trust is co-located with other organisations, and benefits from a shared finance team and office space. The Trust itself is run by a small executive team that is friendly, hard-working, flexible and committed to learning and development, at both an individual and organisational level. While the team members work closely together and meet regularly, they also manage their own workload and work to tight deadlines. Grant applications are brought to quarterly meetings for decision by Board members. The team works to build relationships with applicants and grant holders and ensures that processes are in place to assess applications, prepare for decisions and process payments and monitoring accordingly.

Grants are made through three funding streams:

The *open programme* – provides unrestricted funding to small- to medium-sized charities to help strengthen their work. This programme is open to applications from organisations working in our areas of interest.

The *special initiatives programme* – grants are made by invitation and provide unrestricted or project funding to organisations which are filling gaps in our priority areas. These grants involve developing close working relationships with partner grant holders and other funders.

The *anchor programme* – grants are targeted to organisations which are indispensable to the sectors we fund. They are made by invitation and are usually long-term, providing infrastructure support to help build the resilience of the sectors we fund.

The team works collaboratively and collegiately and shares a commitment to providing a professional grants programme and to being supportive to everyone who comes into contact with the Trust.

About the role

The Grants Manager's main focus will be to assess applications and manage grants; they will work closely with the team, Board members and the grant holders. They will work across all of our priority areas and will be expected to develop their knowledge in our areas of interest. Their ability to work closely with grant holders, developing supportive and constructive relationships with them, will be paramount.

The Trust is on an upward trajectory and there will be opportunities to be a part of our development as we deliver our planned strategic changes. We have high aspirations for the Trust and are committed to best practice and continuous learning and improvement, and the Grants Manager will need to share these values.

About you

The Grants Manager will need to be a team player who can work collaboratively and add value to the work. They will need to be genuinely interested in grant making in our priority areas, and committed to building relationships. The Grants Manager will have emotional intelligence and will genuinely enjoy being part of a small team.

It could be the right opportunity for a range of potential candidates but whatever your motivations, the A B Charitable Trust would like to hear from you, particularly if you have an understanding or experience of grant making, have emotional intelligence, are a good communicator and relationship builder, are a team player, are flexible, are organised, and have a demonstrable passion for our work. We are particularly keen to hear from candidates who have a live connection to the kinds of organisations and groups we fund and/or lived experience of our priority areas.

We value, welcome 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.

JOB DESCRIPTION

Job Title:	Grants Manager
Salary:	£40,000–£46,000, plus 6% pension
Location:	Hybrid: currently two days per week, one of which is a Tuesday, in the central London (Bloomsbury) office
Hours:	Full-time (35 hours/five days per week)
Contract:	Maternity cover (fixed-term contract for 12 months+)
Responsible to:	Head of Programmes
Works with:	The Director Grants Managers and Grants Administrator The Board Grant holders

The Team

The Team is responsible for the effective delivery of ABCT's grant-making programmes, acting as the interface between the applicants to the Trust and the Board. The Team assesses initial proposals, prepares them for discussion with the Board, presents them at Board meetings, implements their decisions and manages the development of grant relationships.

Purpose of the post

- Assess grant applications to ABCT
- Manage and administrate a portfolio of grants
- Develop relationships with grant holders
- Gather learning from funded work to inform future activity

Grants management

1. Contribute to the development and maintenance of a strong grant-making process that meets ABCT's funding priorities.
2. Assess grant applications, including carrying out due diligence, financial assessment, conversations with applicants, desktop research, and seeking further information as necessary.
3. Help prepare papers for Board meetings, and present applications to Board members.

4. Implement ABCT's grants management process, from application stage to end-of-grant award, within agreed timeframes, including providing feedback, initiating grants payments and monitoring grants.
5. Work on activities to enhance ABCT's learning, including visits to grant holders for ABCT Board members and the team, and reports from grant holders.
6. Maintain clear and accessible records of all work undertaken using agreed standards. Update the Trust's database for grants work undertaken.

Relationship building

1. Develop and maintain external relationships with grant holders and with other trusts and foundations with a focus on learning and improving funding programmes and processes.
2. Contribute to effective team working by sharing information and skills within the Team and by supporting colleagues
3. Represent the Trust in a way that is consistent with its values and ethos.
4. Help with correspondence and answer applicants' enquiries by phone and email.

Support to the Trust

1. Work with the Director, Head of Programmes, and the Board in continuing to shape and refine ABCT's grant-making vision and practice.
2. Contribute to Grants Committee 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. Undertake any other duties in support of ABCT's work as may reasonably be required.

PERSON SPECIFICATION

E = Essential, D = Desirable

Knowledge, skills and experience	E	D
Strong level of intellectual and analytical ability.	✓	
Experience of working in or with the voluntary, charity or community sector, preferably for an organisation operating in one of ABCT's priority funding areas.	✓	
A live personal or professional connection to the kinds of organisations and groups ABCT funds.		✓
Understanding and knowledge of grant making.	✓	
Experience of carrying out grants assessments, with associated due diligence checks and financial assessments.	✓	
Interest in learning from grant-making to inform future practice.	✓	
Good communication skills, including the ability to present complex information clearly and concisely in oral and written form.	✓	
Understanding of charity finances, budgets and other forms of financial information.	✓	
Ability to think strategically and able to present ideas and thinking.	✓	
Proficiency with Salesforce or other grant management database system.	✓	
Computer literate with experience in using a range of office software packages (including Word and Excel).	✓	
Personal qualities and abilities		
Ability to organise own workload and prioritise deadlines.	✓	
A passion for one or more of ABCT's priority funding areas.	✓	
Empathy for and commitment to ABCT's core values.	✓	
Flexibility and diplomacy with a high regard for confidentiality.	✓	
Highly motivated and enthusiastic.	✓	
A self-starter and team player, able to work both independently and collaboratively.	✓	
Emotionally intelligent and good relationship-building skills.	✓	
Flexible and comfortable with change and working in an evolving organisation.	✓	
Works on own initiative and able to anticipate requirements, whilst understanding the need to check in and consult where appropriate.	✓	
Commitment to learning and development.	✓	

THE RECRUITMENT PROCESS

Timetable

Deadline for applications	10am, Monday 2 October, 2023
Screening interviews	Week of 9 October
Panel interviews (in person at London offices)	19 October
Decision made & successful candidate notified	Mid–late October

Following interview, the successful candidate will be asked to demonstrate their right to work in the UK.

How To Apply

If you would like to apply for this role, please complete the [Application Form](#) and [Equal Opportunities Monitoring Form](#) (or download them from [the job board](#)), and also attach a CV outlining your career to date, with any academic and professional qualifications.

Please send your **application form, EO form and CV, by 10am on Monday 2 October**, to applications+abgm@allysondavies-consultant.com

Data Protection

The personal information that you provide will be used to process your application for employment with the A B Charitable 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.

More Information

If you require any further information or you would like to discuss anything in more detail, please call Allyson Davies on 07968 556 164 or email applications+abgm@allysondavies-consultant.com.