

Job Description

Grant Officer



Job title	Grant Officer
Reporting to	Director of Services and Grant-Giving
Responsible for	Managing the grant giving process
Job location	Primarily offices in or around Weston Park Hospital
Hours	37.5 hours per week
Salary	£22-26k p.a.
Benefits:	Westfield Level 4 cover; 6% employer's contribution pension;
Contract length	Permanent
Application closing date:	14 th June 2019, 4pm
Date for interviews:	w/c 17 th June 2019

Following merger and subsequent growth in 2018, Weston Park Cancer Charity has developed an ambitious and exciting five-year strategy which will see us increase the services we plan to directly provide to clients by 58%. To support the organisation to do this, we have created a new role, that of Grant Officer reporting to the Director of Services and Grant-Giving. You may have a journalistic background, previous experience of writing grant applications, reports or simply a flair for writing, if so this might be the role for you. Above all we are looking for someone with aptitude who believes in the work we do and the values by which we work.

We are a dynamic, forward-thinking, friendly organisation and a caring employer offering a supportive workplace.

Main purpose of the post:

- To gain the very best value-for-money for the Charity in terms of the way that grants are given.
- To ensure that the Charity's brand and reputation is maximised through the grants we choose to give;
- To give others within the organisation the information they require in order to be able to understand the nature of the grants we give.

Values & Behaviours:

To act in ways at all times which demonstrate our values:

- We are caring and supportive
- We have pride in Team Weston Park



- We are dedicated to delivering the best
- We are knowledgeable and professional
- We are aspirational and curious

Principal tasks and responsibilities:

- To act as the day-to-day face of the Charity for grant recipients
- Support and guide grant applicants to put together grant applications for assessment
- Work with other team members to ensure that stakeholders understand our approach to the giving of grants;

Support the Fundraising and Marketing teams to maximise the opportunities presented by the grants we give:

- Write understandable, succinct and compelling text which summarises the difference our investment will make to the lives of cancer patients;
- Build a relationship with the Fundraising and Marketing team to ensure your work is responsive to, and reflecting, their needs;
- Identify, and communicate to, the Marketing Team the possible marketing opportunities presented by a grant we have given;

Manage the grant-giving process:

- Communicating with grant applicants on the outcome of their application;
- Ensuring that grant files are created and maintained to reflect the status of each grant in terms of progress against expected project deliverables;
- Work with the Finance team to understand the financial position of each grant;
- Support the management of the grant-giving committees (Research & Treatment and Care) in a timely and accurate manner
- Where appropriate help successful grant applicants to access their grant funds

Measurement and evaluation of the grants we give:

- Work with others to find the best way to measure and evaluate the grants we give;
- Ensure that grant recipients undertake and submit reporting on their grants in a timely manner, taking remedial action where needed;

General Responsibilities

Every employee is required to:

- Adhere to, and comply with, organisational policies, procedures and guidelines at all times.
- Take all reasonable steps to manage and promote a safe and healthy working environment which is free from discrimination.
- Comply with the organisational policy on confidentiality, and the General Data Protection Regulations.
- Respect the confidentiality and privacy of donors, guests and staff at all times.



- Maintain a constant awareness of health, welfare and safety issues affecting colleagues, patients, visitors and themselves.
- Participate in personal training, development, appraisals and undertake all relevant training as required.

Person Specification

Experience	Essential/Desirable
Writing compelling, succinct and comprehensible information.	E
Working with, in or alongside the NHS or universities.	D
Working in a grant giving and/ or grant administration role.	D
Communicating with, and influencing, stakeholders from a range of backgrounds and differing levels of seniority.	E
Working to an organisation's financial processes	D
Measurement and evaluation of impact	D
Knowledge	
Knowledge of cancer services and research	D
An understanding of the charitable sector - how it works, the challenges it faces etc.	E
An understanding of the needs and motivations of fundraisers and/ or marketeers.	E
Skills	
The ability to take complex subject matter and turn it into information which is understood by a range of people including the lay person;	E
Good presentation skills	E
Able to organise their workload effectively	E
Good administrative skills.	E
Able to work as part of a team but also on their own initiative	E
Good financial skills	D
Personal Qualities	
Resilient	E
Opportunistic and entrepreneurial	E
Empathy with the Charity's aims and objectives and a commitment to equality and diversity	E
Able to act as a good ambassador for our organisation	E
Qualifications	
Educated to degree level or equivalent	E

