

## **Application Pack**

### **Grants Manager**

The application pack consists of the following:

- |                                 |         |
|---------------------------------|---------|
| 1. Background to Barnwood Trust | Page 2  |
| 2. Barnwood Trust – Funding     | Page 2  |
| 3. The Role – Job Description   | Page 4  |
| 4. Person Specification         | Page 10 |
| 5. Guidance on application      | Page 11 |

You will also need the following which are all online:

6. Personal Application Form
7. Role Specific Competency Questions
8. Equal Opportunities Form

## **BARNWOOD TRUST: BACKGROUND**

Making sure everyone feels at home in Gloucestershire is at the heart of what we do at Barnwood Trust. We work alongside disabled people and people with mental health challenges to make the county a more inclusive and enjoyable place to live.

This involves us in a wide range of activities. We give small grants to encourage community initiatives or help people with day-to-day living. We share knowledge and ideas to help people in Gloucestershire find new ways around familiar problems. We also open doors to new directions and experiences by encouraging people to learn a new skill or re-discover an old passion, or to join or start groups in the community.

All our work is about building belonging. Something wonderful happens when people gain a sense of being part of a community. Togetherness is empowering. Togetherness means people can take control of their lives and then support others in similar situations, through sharing their experiences. Everything we do works towards creating closer communities in Gloucestershire by sparking that sense of belonging.

Importantly, we don't work in isolation. We have long-established relationships with organisations across the county. Through sharing ideas and experience we support them to think about disability, community, housing and opportunities differently.

We view our relationship with disabled people and people with mental health challenges as a partnership. We don't run services. Rather, we offer the know-how for people to develop their own community groups and initiatives. Similarly, while we add funds, ideas and energy, the community provides the focus. Together, we support change in communities, encouraging people's diverse strengths and bringing the county closer together.

Barnwood Trust was set up over 200 years ago to support people with mental health challenges living in Gloucestershire. Today, we help thousands of people every year and we are a financially independent organisation that doesn't rely on fundraising. What really sets us apart today is our focus on building belonging across the county - recognising the contribution everyone makes to Gloucestershire.

## **BARNWOOD TRUST: FUNDING**

We seek to be a progressive funder and follow best practice to develop a model of excellence in our funding and social investment processes and relationships with recipients, which challenge the traditional dynamics of funding. We seek to achieve this through the

creation of good networks with funders of both grants to individuals and organisations and social investors where we can learn from the practice of others.

All of our funding programmes are underpinned by our [funding principles](#) which we share on our website. We have also signed up to the 8 funding commitments developed by [IVAR](#).

Following a review of how we delivered our work in order to achieve our strategic goals, we introduced three new organisational funding programmes in 2021; two of which were launched during 2021 with the third being launched in 2022. These funding programmes are: Place-Based Funding; Commissioned Projects Funding; and Strategic Partnerships Funding. We also provide grants to individuals through our Individual Grants Programme, which is currently under review.

*Place-Based Funding:* We work at a community level, providing development resources to places in order to improve conditions for disabled people and people with mental health challenges. To do this we allocate people (Strategic Development Managers) to specific geographical 'patches', and they develop detailed intelligence, knowledge and build relationships in that location in order to create a rich asset and network map for each patch, related to disability and mental health, and a detailed resource setting out specific social and demographic context for the patch. This forms the foundation of our facilitated funding approach for organisations and groups to apply for funding from Barnwood Trust and other funders through Gloucestershire Funders.

*Commissioned Projects Funding:* We aim to use our funding to drive changes in conditions that benefit disabled people and people with mental health conditions. Through lobbying, advocacy, public campaigning, convening or funding or a combination of any of these, we will work on specific campaigns to drive systemic and societal change and where clear issues, or opportunities are identified we will consider a Commissioned Project which provides funding. We aim to launch our first Commissioned Project, Closing the Digital Divide, in Q2 2022.

*Strategic Partnership Funding:* This funding programme aims to identify a small number of Strategic Partnerships each year. These will focus on organisations working county-wide who have a remit and focus that aligns with the outcomes we are trying to achieve. These partnerships may be financial and non-financial and will be multi-year agreements.

*Individual Grants Funding:* This funding programme is currently under view. We aim to launch a new individual grant programme during Q2 2022 which enables disabled people and people with mental challenges to take up passions and opportunities and live in homes that meet their needs and has been developed through engagement with /listening to and learning from disabled people and people with mental health challenges.

# Grants Manager

## INTRODUCTION AND BACKGROUND

Barnwood Trust is a long-established charitable trust in Gloucestershire. Our vision is that Gloucestershire is a better place for disabled people and people with mental health challenges to make the most of their lives, through acting as a catalyst for lasting change.

By enabling possibilities within communities, sharing ideas and providing grants, we enable people to shape where they live and discover new opportunities.

Our work is focussed on four strategic goals:

- Disabled people and people with mental health challenges follow their passions and take up opportunities and no one feels excluded.
- Disabled people and people with mental health challenges live in well-designed homes in welcoming sustainable communities.
- Disabled people and people with mental health challenges are fully involved in creating welcoming communities, spaces and places.
- Disabled people and people with mental health challenges influence people, places and organisations to make positive changes on disability issues and inclusion.

## PURPOSE

To ensure the smooth delivery of the Trust's funding programmes through effective line management of a team of Funding Administrators. To develop and evolve the administering of the programmes and processes, and to ensure safeguarding concerns are identified.

## POSITION IN THE ORGANISATION

The Grants Manager works closely with the Funding Policy Co-ordinator to understand and further develop funding policy and processes to ensure that all funding is administered in accordance with the Trust's funding principles and also with the Strategic Development Managers in relation to place-based funding to ensure that all applications from organisations are presented in a full and fair manner to the internal funding panel.

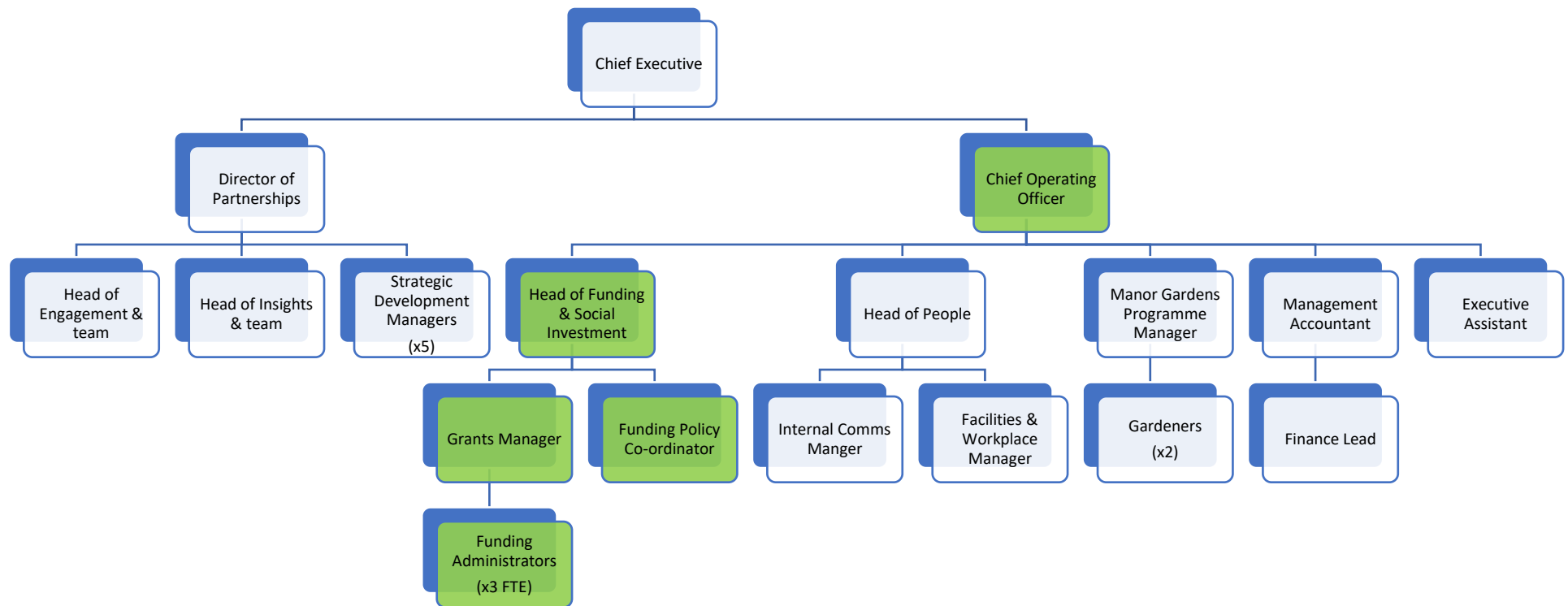
The Funding Team is part of the Supporting Operations Directorate and comprises: Funding Administrators, Grants Manager, Funding Policy Co-ordinator and the Head of Funding & Social Investment. The Grants Manager has line management responsibility for the Funding Administrators.

The Grants Manager primarily oversees the management and operation of all the funding programmes, which are:

1. Individual grants
2. Place-Based funding
3. Commissioned projects
4. Strategic partnership funding

The Funding Team is part of the Supporting Operations Directorate which is led by the Chief Operating Officer and has oversight of the following functions: funding, people, finance, governance, facilities and project management.

## ORGANISATIONAL STRUCTURE



## **OUTLINE OF FUNCTION**

The main functions of the role are:

### **Funding Policy**

1. Contribute to the development of all funding programmes as they evolve and the relevant policies required to deliver them.

### **Funding Programme management and operations**

2. Manage the day to day running of funding process development work for all funding programmes. Plans, schedules and monitors work to meet deadlines.
3. Assist all Trust employees in understanding the Funding Policy and decisions that have been applied to awards, advising on why funding has and has not been awarded.
4. Manage case handling for applications for individual grants items which may be borderline within the Funding Policy or which may represent a new potential area for funding.
5. Develop guidance on administering the different funding programmes, whilst keeping within the Trust's criteria in an efficient and effective way.
6. Work closely with the Funding Policy-Co-ordinator to ensure that funding processes reflect and champion best practice.
7. Oversee communications to all applicants to ensure appropriateness, accuracy and expediency.
8. Manage and provide the administration for Funding Review Group (our internal panel) in relation to all Place-Based organisational and group funding applications; to include preparing agenda and papers, drafting minutes and following up work and actions as required.
9. Work with Internal Communications Manager to ensure that all data required for the Funding Dashboard is provided and reported in a timely manner.
10. Maintain a log of all complaints and issues and regularly review, noting themes which might lead to improved processes to share with the Funding Policy Co-ordinator and Head of Funding & Social Investment.
11. Have full oversight of safeguarding concerns identified through funding applications and provide guidance and support to the Funding Administrators to ensure all safeguarding concerns identified are reported and responded to in accordance with the Trust's safeguarding policy.
12. Provide guidance to the Funding Administrators (and wider team where relevant) on complaints and issues which arise and take the appropriate action as set out in the

complaints procedure, recognising when it needs to be escalated to the Head of Funding & Social Investment.

13. Provide additional capacity for the Funding Administrators when required.
14. Supporting the Management Accountant and Finance Administrator on grant processes, including monthly reconciliation of grants and annual audit.

### **Leadership and line management**

15. Provide line management to the Funding Administrators, providing supervision and support to ensure efficient and effective administration of all funding programmes.
16. Responsible for inducting all Funding Administrators and developing training plan for direct report and evaluated against it.

### **Contribution to the Trust's overall programmes of work**

17. Work with disabled people and people with mental health challenges to develop thinking and projects within specific areas of work and more broadly for the wider Trust.
18. Contribute to activities organised to support the development of Barnwood Trust and its Teams.
19. Contribute to events and activities organized to promote the work of the Trust.
20. Participate in and, where relevant, contribute to the Trust's internal and external Learning Programme, and to activities designed to evaluate the work of the Trust.

### **General**

21. Uphold, safeguard and promote the Trust's values, principles and policies through personal conduct, approach to all tasks undertaken and conduct of relationships with everyone engaged with, inside and outside the Trust.
22. Participate in routine tasks required to maintain a high-quality environment for everyone using Barnwood Trust's premises.
23. Take responsibility for working in accordance with the Trust's policies, with special regard to the safeguarding policies, taking reasonable care for your own health and safety, and that of other people, and to comply with all health and safety legislation.
24. Ensure the Chief Executive is kept informed of all important matters related to the work of the Trust across the county.
25. Maintain confidentiality at all times and ensure compliance with the Trust's Information Governance Policy and suite of policies.



## **GUARANTEED INTERVIEWS**

If you have the 'essential skills or experience' (a few things we really need the person applying to be able to do) described next in the person specification and you have a disability, mental health challenge or long-term health condition we will guarantee you an interview.

# Person Specification: Grants Manager

## **Commitment to disabled people and people with mental health challenges**

- Passionate about making a positive difference to the lives of disabled people and people with mental health challenges.

## **Essential Knowledge and Experience**

- Experience of working with charities and third sector organisations
- Understanding and experience of processes of grant-making
- Experience of managing a team and working as part of a team
- Experienced in organising, prioritising and work planning
- Experienced in working to deadlines
- Understanding and awareness of safeguarding

## **Skills**

- Exceptional communication skills and being able to communicate with a range of audiences at different levels is essential.
- Ability to motivate, listen and empathise with others.
- Ability to work meticulously and methodically, demonstrating attention to detail
- Ability to work in a positive and flexible manner
- Good numerical and analytical skills
- Strong self-awareness, enabling the establishment and maintenance of exceptional working relationships with a wide range of people using tact, diplomacy and sensitivity
- Strong IT skills (demonstrable proficiency in using MS Office, Word and Excel) and the ability to use technology to achieve work plans and objectives is essential.

## **Work ethic and approach**

- A positive attitude and an ability to generate goodwill and build relationships with collaborators and colleagues
- Ability to manage parallel tasks, prioritise work and cope with the unpredictable and manage time effectively to meet internal and external deadlines is essential.
- Displays the utmost integrity and an ability to hold and respect confidential and sensitive information
- Dependable and resilient
- Commitment to working as part of a team

- Self-motivated, resourceful and proactive in taking initiative
- Concern for, and commitment to, delivering high quality work

## TERMS AND CONDITIONS

- Permanent full time role, 37.5 hours a week. Usual working hours to be worked Monday to Friday, there may be some evening and weekend working, as required.
- Salary - £31,071
- This position will predominately be based in Overton House, Cheltenham however there will be the opportunity to work from home on occasion.

## GUIDANCE ON APPLICATIONS

Click on Apply Now to be taken to the online application forms. We would like you to answer 3 role specific competency based questions; your answers will be used by the hiring manager to shortlist applicants for interview. In addition to this, there is a basic application form to complete and an equal opportunities form. Your application form will not be shared with the hiring manager until after shortlisting and will be held by the recruitment team. Your equal opportunities form is separated from your application at source.

Should you have any questions or require any of the information in a different format please email the recruitment team directly at [recruitment@barnwoodtrust.org](mailto:recruitment@barnwoodtrust.org).

We want our application process to be right for you as an individual, so if there's anything you think we can do to make this process more straightforward for you please email [recruitment@barnwoodtrust.org](mailto:recruitment@barnwoodtrust.org) directly to discuss what support we might be able to provide. Our career page on our website (<https://www.barnwoodtrust.org/about-us/current-jobs/>) has some examples of things we may be able to put in place for people who request extra support.

**The deadline to send in applications is 5pm Friday 4<sup>th</sup> March 2022.** You can apply for this role by clicking on Apply Now under the Grants Manager job on our website. First interviews will take place on 16th and 17th March and second stage interviews on 23rd and 24th March 2022.

Barnwood Trust is committed to safeguarding and promoting the welfare of disabled people and people with mental health challenges and expects all employees to share this commitment. Therefore, all offers of employment are subject to a number of checks including DBS.