# 

# GRANTS MANAGER

**Role Description**

To support the Director and other staff in delivering RPLC’s grant-making as they seek to help vulnerable people living or working within RPLC’s benefit area, and to take responsibility for agreed funding programmes, at all times being supportive of applicants and grantees

**Key Responsibilities:**

1. To keep in touch with the changing landscape of local needs and strategies for addressing them
2. To advise the Grants Committee and other Trustees on applications for funding and provide reviews and recommendations for consideration by the Committee.
3. To ensure grant-making policies and procedures are drafted, updated regularly and that applications recommended for funding meet RPLC’s objectives
4. To negotiate with grant recipients on any conditions set by the Committee
5. To ensure that payments are made on schedule and provide the Director with figures to allow her/him to monitor the charity's overall budget

**The Grants Committee:**

1. To prepare and circulate agenda papers for the Grants Committee
2. To attend meetings, prepare minutes and distribute them to Committee members
3. To maintain contact with, and attend meetings of, the Grants Committee and to deal with their queries.

**General:**

1. To provide information for inclusion in returns to the Charity Commission and other bodies, as required
2. To build and maintain effective working relationships with beneficiaries, applicants and the local authority.
3. To attend meetings of related bodies, and to keep up to date with best practice
4. To manage all necessary filing and record-keeping
5. To act as a point of contact for phone, email and other grant related enquiries
6. To maintain accurate and useful information on the website for applicants
7. To represent the Charity at local meetings, as needed

**PERSON SPECIFICATION**

**Essential experience and knowledge**

* Understanding and experience of the processes of grant-making and monitoring
* Experience of working for a small charity.
* An organised and methodical approach to work, combining numerical accuracy with attention to detail and an ability to meet deadlines
* Strong IT skills and use of databases and other digital media
* Experience of overseeing budgets, and financial reporting

**Essential Behaviours and ways of working**

* Empathy with the values and aims of RPLC, and in particular its commitment to supporting the local Voluntary Sector, tackling disadvantage, improving social inclusion, and creating opportunities
* Confident, articulate, with excellent written and oral skills, and able to communicate with a range of audiences.
* An ability to work effectively with stakeholders, internal and external, including staff, Trustees, grantees, local funders and Councillors
* An ability to work flexibly in a small team, supporting colleagues, with a strong personal commitment to learning and improvement

**Terms and conditions**

* Fixed term, 12 months (with possibility of move to permanent contract)
* Full time
* Salary c. £37,000 p.a.
* 28 days leave per annum, including bank holidays.
* Employer pension contribution (once probation period passed).
* Office hours are normally 9am – 5pm daily.
* Some flexibility in hours is required for evening Committee and Trustees meetings
* Applications should be received by noon on **19 August 2020**

**RPLC**

RPLC is a well-established endowed charity supporting people in need in Richmond and the organisations that help them. The Charity aims to maximise opportunities for individuals and communities to realise their potential and enjoy a better quality of life. RPLC supports a wide range of charitable activity by supporting community groups, regular funding of over 35 local charities, project funding, charitable housing, and education support and learning. Over £1.7m was distributed in the last financial year.  Committees of Trustees oversee the work of the grants officers and review applications at meetings held regularly throughout the year. RPLC’s has its own offices on Paradise Road in Richmond upon Thames where there are also spaces for local community group meetings.

RPLC also provides non-financial support.  The office team seek to develop partnerships and close working with the Voluntary Sector, other local funders, the local Council and with individuals who come into contact with the Charity.

For further information about the RPLC’s work please see the website: [www.rplc.org.uk](http://www.rplc.org.uk).