

Job Description

Grant Making Manager

Main purpose

The main purpose of this role is to oversee the design, development and delivery of CSE's grant making to community organisations and to ensure that good practices are applied across our grant making activities. The post holder will be responsible for overseeing CSE's grant making schemes through a combination of direct scheme management and by supporting schemes managed by other CSE staff (for example, by providing templates, guidance, quality checks, advice and relationship management).

Specific responsibilities

- Designing and developing high-quality grant giving schemes for a range of stakeholders (e.g. community anchor organisations, voluntary community groups, individuals and larger organisations), that enable the realisation of CSE project and programme objectives.
- Developing and implementing a clear set of practices, and making sure they are understood and adhered to, in order to identify, mitigate and monitor potential risks associated with our grant giving projects.
- Maintaining tailoring and adapting our standard documentation (for example, grant agreement template; application form; eligibility criteria; payment form) to different grant schemes, ensuring they meet the individual needs of each scheme and remain as accessible as possible.
- Ensuring efficient processes are in place for evidencing, instructing, and monitoring grant payments, administering payment processes (such as raising and/or checking grant payment requests with our finance team) and that you handle any personal data appropriately.
- Ensuring that high-quality and proportionate project management is in place across our portfolio of grant giving projects, that funders receive the updates and information they need, and grantees are well supported and able to deliver to their objectives efficiently.
- Support project teams with managing relationships directly with grant recipients, including by maintaining strong communications and acting as the main point of contact with CSE; collecting and collating monitoring data; celebrating successes; addressing concerns (for example with review meetings or action plans); escalating issues as appropriate.
- Facilitating learning, networking, and sharing between grantees, ensuring that effective monitoring, evaluation and learning practices are embedded within existing grant-making projects.
- Using learning and feedback to inform how CSE designs future grant programmes and ensure learning is shared effectively with funders with the aim of shaping the broader grant making sector.
- Implementing standardised systems for collecting data on the outcomes and impacts of CSE's grant making schemes and feeding this into wider CSE impact reporting.
- Staying up to date with developments in the grant making sector (including keeping abreast of legal obligations and Equity, Diversity and Inclusion practices), learning from others and continually improving and developing our systems and processes.

- Ensuring that relevant project activities are delivered on time and in budget (including budgets for staff time allocations).

Working relationships and contacts

- The post-holder will have personal contact with project funders, partners and key project stakeholders (including individual community representatives, community organisations and local authorities).
- The post-holder will work closely with immediate colleagues in the LACE team and will develop and maintain effective communication and working relationships with colleagues across CSE.
- The post-holder may hold line management for up-to-3 CSE colleagues (although this is not anticipated to be an initial requirement of the role).

Place of work and other requirements

- This post is based at the CSE office in Bristol.
- If requested, the post-holder may undertake City & Guilds Energy Awareness training.
- This role may require a standard DBS check.

Person specification

See below

Requirements	Essential	Desirable
Educational or professional qualifications	<ul style="list-style-type: none"> • O' Level/GCSE maths, science and English. • Relevant vocational or degree level qualification or equivalent experience. 	<ul style="list-style-type: none"> • Evidence of ongoing learning and/or professional development related to community empowerment and/or sustainable energy.
Experience	<ul style="list-style-type: none"> • Experience of delivering multiple, public and competitive grant schemes for community organisations and groups – including the contractual, financial and reporting elements - from beginning (design) to end. • Basic project management experience. • Relationship management with funders and grant recipients. • Experience in implementing monitoring, evaluation and learning practices. • Experience of managing large budgets. 	<ul style="list-style-type: none"> • Developing organisational processes and systems, or standards. • Working in the sustainable energy and/or community development sector. • Promoting and publicising funding opportunities. • Working in a customer service environment. • Proactive engagement with community organisations.
Knowledge and understanding	<ul style="list-style-type: none"> • Good practice in the grant-making sector. 	<ul style="list-style-type: none"> • Good practice in diversity, equity and inclusion in the context of grant-making. • Grant management software. • Understanding of energy advice delivery, and renewable energy projects. • Understanding of wider financial structures and solutions such as loans, bonds and equity investment
Skills and abilities	<ul style="list-style-type: none"> • Develop, rationalise and connect processes across the organisation. • Understand, check and verify finances, and undertake due diligence. • Manage people and relationships across different projects. • Develop accessible guidance for internal and external audiences. • Plan and manage projects, timeframes and roles across a range of projects. • Develop efficient and effective monitoring and evaluation frameworks across our grant programmes. • Engage with funders to improve the future design 	<ul style="list-style-type: none"> • Plan and deliver training and events (online / in person). • Develop resources to support grant scheme recipients with their activities (e.g. info sheets, video guides). • Design promotional materials (e.g. posters and flyers). • Use online tools and platforms (e.g. Zoom, JotForm). • Write well for different audiences (e.g. web pages, grant scheme newsletters, reports to funders).

	<p>of their grant programmes.</p> <ul style="list-style-type: none"> • Rapport-building; listening; presenting; reliability; teamwork; and self-motivation, creativity and drive. • Project design; facilitation and presenting; impact and financial reporting; use of IT software (in particular database systems, Microsoft Excel and Word), donor relationship management; project management. 	
<p>Other</p>	<ul style="list-style-type: none"> • We think this is a great role for a highly organised individual with good attention to detail, and who can also be flexible and has a creative side. • The successful applicant will need to be adaptable to different projects with different roles and responsibilities within each and enjoy working collaboratively with other project managers as well as project managing. 	