

Grants Manager, Charitable Operations

Purpose of the role

- Support the Programme Managers in the delivery of a portfolio of grant programmes. The jobholder may also be asked to manage low value or low risk programmes as part of a defined developmental pathway.

Key Accountabilities

- Provide day-to-day support to three-four grant programme managers as required, this may include completion of due diligence, maintaining grant records, monitoring the grant programme email boxes and communication with applicants.
- Compliance with all funding contract/grant agreement conditions regulations and guidance, including ensuring full GDPR compliance.
- Support Programme Managers with pilot projects and programmes to evaluate demand, impact, value for money, process improvement etc. attending project meetings as required.
- Provide support to the Programme Managers on the design and development of new grant programmes.
- Subject to experience, manage a small discrete grant programme(s).
- Undertake any other reasonable management request, including duties as can be reasonably expected to ensure the smooth running and efficiency of the Motability Grant Programme Team.

Experience, Capabilities and Track Record

Essential:

- A levels, applicable HND or equivalent.
- Previous grants, project or programme support experience.
- Strong IT skills.
- A passion to make a difference for our beneficiaries.
- A strong and demonstrable commitment to diversity and inclusion.
- Good written and oral communication skills.
- Well organised, with strong time management and prioritisation capabilities.
- Strong team player, able to work across multiple disciplines with both internal and external stakeholders.

Desirable:

- Programme, project or grant management experience or training.
- Experience working in a grant providing charity.
- Previous exposure to mobility challenges.
- Experience of the disability sector (including hidden disabilities).
- Knowledge of programme management and grant funding.
- Experience of using CRM.

Reporting line

Reports to: Impact Grants Programme Manager, Charitable Operations.

Key Interfaces:

- Grant applicants and beneficiaries.
- Multiple internal and external stakeholders as required.

Resources, scale and scope of role, location and any travel factors:

- The role is based in Harlow, Essex at Motability's offices. Some travel may be required for training and off-site meetings. A blended working arrangement may factor in the role, to be agreed with the Head of Grant Programmes and Director of Charitable Operations.
- Jobholder is expected to ensure standards are maintained.
- Jobholder must take reasonable care of their own health and safety and that of others who may be affected by their actions, and must comply with all safety instructions or procedures.
- The jobholder will be provided with a laptop. All equipment is to be used in a safe manner.