

Grants Programme Manager (Cars and Adaptations)

Purpose of the role

To develop, manage and continuously improve a portfolio of grant-making programmes aimed at enhancing the lives of disabled people with transport solutions.

Key Accountabilities

Programme Management

- Ownership of a portfolio of grant programmes and acting as the central point of contact for individual programmes across the Charity.
- Working with colleagues across the Charity to ensure that our grant programmes maximise the difference we make to the lives of disabled people.
- Develop and drive forward the long-term strategy for individual programmes in line with the Charity's strategy, financial forecasts and evaluate success.
- Manage the budget for individual grant programmes, ensuring that the best use is made of charitable funds.
- Work with colleagues to raise awareness of our grant programmes in line with operational capacity and available funds.
- Ensure grant programmes comply with all necessary regulations and guidance, including full GDPR compliance.

Programme Development

- Work with the Performance and Engagement team to ensure that the programmes remain relevant and well targeted, as the external environment and our subject matter understanding mature.
- Regularly evaluate grant programmes to identify ways in which the programme can be continuously improved to maximise the impact it is having on our beneficiaries.
- Ensure that all programmes have a robust set of documentation, including policy, procedures, delegated authority, risk register and due diligence etc.
- Maintain awareness of grant programme and charity best practice to ensure a continuous improvement of all programmes.
- Develop and lead pilot projects and programmes when required.

Cars, Adaptations and Access to Mobility Grant-making

- Work closely with operations and Operational Business Support (OBS) to monitor each programme, ensuring they deliver against stated policy aims, purpose, budget and timescales.
- Provide support and guidance to operational teams on individual cases or escalated applicant complaints when required.
- Ensure operational teams are kept up-to-date with any changes, support expertise and knowledge development per individual grant programme.
- Manage the relationships with key internal and external stakeholders involved in the delivery of your allocated grant programmes.



Experience and Track Record

Essential:

- Grant programme management in a charitable organisation or equivalent demonstrable relevant experience.
- Knowledge of vehicles, conversions and adaptations.

Desirable:

- Experience working in a grant-making Charity.
- Experience of multi-year grant programmes.
- Previous exposure to mobility challenges.
- Experience of the disability sector (including hidden disabilities).

Capabilities Profile – Technical Skills/Knowledge

Essential:

- Strong programme management capability.
- Knowledge of grant-funding mechanisms.

Desirable:

- Knowledge of CRM systems.
- Knowledge of disabilities (hidden and visible) and related benefit schemes.

Capabilities Profile – Leadership, Management or Personal Skills/Knowledge

Essential:

- A passion to make a difference for our beneficiaries.
- Strong written and oral communication skills, with a high attention to detail.
- Strong presentation skills to a range of audiences, including external stakeholders, internal staff and Executive Board.
- Strong team player, able to work across multiple disciplines with both internal and external stakeholders in a consultative and inclusive way.
- A strong and demonstrable commitment to Diversity and Inclusion.

Direct Reports

- Potential to manage or provide support to Grant Managers.
- Act as a role model of Motability's values and behaviours, championing a culture where all individuals are treated with respect and fairness.

Reporting line

Reports to: Head of Grant Programmes, Charitable Operations



Key Interfaces:

- Internal stakeholders potentially including:
 - Research and Innovation team
 - Impact and Evaluation team
 - Operational teams
 - Operational Business Support (OBS) team
 - Communications team
 - Finance
- External stakeholders potentially including:
 - Motability Operations (MO)
 - Beneficiaries
 - Vehicle converters and adapters
 - Other charities working to support transport options for disabled beneficiaries

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. Motability offer both blended and flexible working arrangements which can be discussed as part of the application process.

