

## **Grants Programme Manager** (Organisational Grant-Making) Charitable Operations

### 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 learn from experience and evaluation.
- Manage the budget for individual grant programmes, ensuring that the best use is made of charitable funds and that the programme achieves the best value for money.
- 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 ensuring 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.
- Ensure that all programmes have a robust set of documentation, including policy, procedures, delegated authority, risk register, 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 where required.

#### Organisational Grant-Making

- Work closely with applicant organisations to identify, assess and shape potential grant-making opportunities.
- Undertake due diligence on grant applications, working with internal and external expertise, to ensure that grant decisions are based on a robust understanding of the associated risks and benefits.
- Work with applicant organisations to develop and agree formal grant agreements and legal arrangements.



- Manage the ongoing monitoring of multi-year grant awards to ensure that the objectives of the grant are achieved within agreed timescales and budgets.

## Experience, Capabilities and Track Record

### Essential:

- Grant programme management in a charitable organisation or equivalent demonstrable relevant experience.
- Strong programme management capability.
- Knowledge of grant funding mechanisms.
- Knowledge of CRM systems.
- Knowledge of vehicles, conversions and adaptations.
- Knowledge of disabilities (hidden and visible) and related benefit schemes.
- 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.

### 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).

## 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:

- Different teams within Motability, this could include:
  - Innovation.
  - Impact and Evaluation.
  - Operational teams.
  - Operational Business Support.
  - Communications.
  - Finance.
- External stakeholders potentially including:
  - Motability Operations.
  - 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.