



Garfield Weston
FOUNDATION

Role Description **Grants Manager**

About this role

This is an outstanding and rare opportunity to join one of Britain's most generous and influential Foundations which supports charitable causes across the UK. In the last financial year, the Foundation gave grants totalling almost £80m.

The Grants Manager will have a unique opportunity to work as part of the Foundation's small high-performance team having a real impact on some of the 2,000 organisations the Foundation supports each year.

A background in the charitable sector or grant making is not essential; this is an important role in an influential organisation and we are interested in hearing from candidates with a broad range of skills which may have come from varied backgrounds including professional services, legal, finance or the commercial sector.

About the Foundation

Established in 1958 the Foundation is one of the largest and most respected charitable institutions in the UK. The Weston Family Trustees are descendants of the founder and they take a highly active and hands-on approach. The Foundation's funding comes from an endowment of shares in the family business which includes Twinings, Primark, Kingsmill (all part of Associated British Foods Plc) and Fortnum & Mason amongst others; a successful model that still endures today; as the businesses have grown so too have the charitable donations.

To date the Foundation has donated over £1 billion to a range of charitable causes across the UK, including welfare, youth, health, community, education and the environment. It is consciously a broad-ranging funder, aiming to be responsive to need and with the flexibility to respond to quality and excellence across these categories. It does not pre-determine spend in any particular area as the Trustees prioritise quality projects and organisations with talented leadership. The Trustees find that this approach enables them to respond effectively to urgent issues and to be confident they are meeting need across the country and across a wide range of charitable activity. The Foundation's premise is that those closest to their beneficiaries are the best-placed to create solutions to issues in the sector. The Foundation therefore aims to play a role in supporting those with effective approaches, rather than expecting or requiring uniformity.

Role Summary

Joining the Foundation's Grants team, this role is an opportunity to be part of a small and friendly team based in Grosvenor Street, central London. You will bring to this role your ability to work with a wide range of people from different organisations and backgrounds, your skill in handling a large portfolio of work and in juggling priorities together with your commitment to helping organisations to grow. You will need excellent personal communications skills to work with a wide range of individuals at all levels of society.

The position encompasses responsibilities relating to the grant-giving purpose of the Foundation and the following duties have been listed to be as comprehensive as possible, however flexibility is important as priorities can change according to the status of projects; in general the role holder will have a degree of autonomy to manage tasks and priorities as required.

Key Responsibilities

- Review regular grant applications and make recommendations to Trustees with associated supporting evidence. Categories that the Grants Manager will be responsible for include; Environment, Faith and Community
- Undertake visits and meetings with charities to evaluate projects as part of the application process and create comprehensive follow-up reports
- Where necessary support the Director and Head of Grants by reviewing major grant applications that are put forward to Trustee meetings involving meeting the applicants and summarising the appeal of the project using the Foundation's template
- Maintain quality data records on grant activity and relationships with charities, primarily via the Foundation database
- Provide advice and support to charities making applications to the Foundation, managing expectations where appropriate
- Research into current environmental issues and projects, identifying key themes and trends and identifying projects and organisations that could benefit from grant support
- Conduct research as needed or ad hoc projects relating to the voluntary sector and grants analysis
- Provide support to the Foundation's Trustees and Director as required

Personal Skills, Experience & Attributes Required

- Educated to degree level or equivalent level of experience

- Significant experience working in a relevant organization and the ability to transfer skills to this grant making work
- Interest in and / or experience of current environmental issues
- The intellect to review detailed material and to monitor grants
- Ability to conduct due diligence into potential new grantees
- Good project management skills
- Strong analytical skills to be able to interpret information and present an evaluation in a coherent manner
- Decisive with an ability to manage consistent high demand for funding
- Excellent communication and relationship building skills, including written as well as spoken communication (the in-house style is friendly and warm but with gravitas and polish appropriate to the reputation of the Foundation)
- Discreet, with ability to manage sensitive data in a confidential and appropriate manner
- Organised and proactive approach to managing tasks and priorities with the ability to self-manage workload
- Methodical and able to meet agreed deadlines
- Flexible approach to changing circumstances, prepared to re-order priorities when required
- Proven ability to work well in a team environment, proactive in offering help to others
- High level of accuracy with ability to attend to detail where needed
- Ability to manage processes & procedures
- Up to date Microsoft office skills, in particular Excel and Word. Experience of using a database package.

General Information

- The role reports to the Foundation's Head of Grants and is a full-time permanent position
- The office is in Central London

- The hours of work are 9am to 5pm although later working may be required depending on projects
- There will be travel required within the UK on a regular basis, on some (pre-planned) occasions an overnight stay may be necessary
- Salary circa £45,000 + benefits

For further information please see the following weblinks (to add)