

Job title: Head of Grants

Hours: 9:30am-5:30pm or equivalent, Monday-Friday. (The role will require occasional working outside normal hours, particularly attending evening events.)

Reports to: Chief Executive

Responsible for: Programme Managers (x2); Programme Officers (x2); Grants Operations & Data Manager

Salary band: £60-70K

Location: 8 Queen Anne Street, London W1G 9LD

Purpose and scope:

The Head of Grants supports the Chief Executive and Board of trustees as part of the Senior Management Team to deliver the grant funding portfolios and associated programme of work of the Wolfson Foundation and Wolfson Family Charitable Trust. The Head of Grants is responsible for overseeing the effective distribution of some £30 million annually, managing a small team covering grant-making; strategy and policy; relationship management; and operations. As one of the main external representatives for the charities, the role involves frequent travel across the UK and, very occasionally, to Israel.

Responsibilities/duties:

Unless otherwise stated, it is expected that these responsibilities relate to both the Wolfson Foundation and Wolfson Family Charitable Trust.

Grant programme management and operations

- Oversight of all funding programmes and special initiatives, working closely with Programme Managers to maintain a consistent, efficient and effective approach across all programmes.
- Working closely with the Grants Operations & Data Manager to ensure that grant-making processes reflect and champion current best practice
- Leading on the development and delivery of new and special initiatives, including new funding partnerships and programmes.

- Oversight of trustee and expert/advisory panel meetings including coordinating with staff on preparing papers, drafting minutes and agreeing follow-up work as required.
- Supporting the Head of Finance and Grants Operations & Data Manager on grant payment processes, including the monthly payment of grants and annual audit.

Strategy and funding policy

- Supporting the Chief Executive to deliver the organisation's strategic framework
- Overseeing the development of funding strategy and policies, in conjunction with the Chief Executive and working closely with Programme Managers
- Keeping updated on policy developments within the grant-making and charity sectors as well relevant funded areas, and informing the work of the organisation accordingly
- Leading on the commissioning of external reports as required (e.g. reviews of specific funding programmes or key policy areas)

Relationship management

- Maintaining close and effective working relationships with the Chief Executive, trustees, and expert Panel members.
- Overseeing and ensuring effective relationship management between the staff team and grant holders, funding partners and other key stakeholders across all funding programmes
- Representing the organisation at meetings, site visits, events and other external-facing activities as required
- Maintaining effective communication with other foundations and grant-making organisations working in similar areas

Communications

- Working closely with the Communications & Events Manager to ensure content and messaging for marketing, publications, website and social media remain in line with the strategic framework and are informed by ongoing policy developments in Wolfson-funded sectors.

Leadership and line management

- Managing and providing leadership to the grants team in their administration and delivery of the Foundation's grant funding portfolios

- Supporting the performance management and continuing professional development of the grants team and, in particular, Programme Managers
- Supporting the Chief Executive in the recruitment and induction of new staff.

General

- Leading on bespoke project and programme management as required
- Such other tasks, commensurate with the post, that the Chief Executive may deem appropriate.

Skills and experience:

Essential

- Ability to work confidently and strategically across all of the sectors that Wolfson supports, and represent the organisation externally
- Ability to manage multiple, competing deadlines
- Ability to review and assess large amounts of information at pace
- Attention to detail
- Superb communication skills, both communicating within the organisation and externally
- At least two years' line management experience
- High levels of diplomacy and discretion

Preferred

- Senior leadership experience, including experience working with trustee boards and other non-executives