

Role Profile

<p>Job Title: Grants Manager</p> <p>Managed by: Head of Grants</p>	
<p>Department</p> <p>Grants</p>	<p>Location</p> <p>The Dairy, Waddesdon, Aylesbury, HP18 0JH</p> <p>(with frequent travel across Buckinghamshire and surrounding counties and occasional travel to the Foundation's office in London)</p>

Introduction

The work of the Foundation continues a longstanding commitment by the Rothschilds to philanthropy. At its heart is Waddesdon Manor, a National Trust property built in the 1870s by Baron Ferdinand de Rothschild and shaped by four generations of the family. Waddesdon today welcomes over 400,000 visitors and represents a centre for excellence in the field of arts, heritage and culture, education, conservation, the environment and horticulture. These shape the areas of interest of the Foundation's grant-making programmes.

The Foundation's grant-making within Buckinghamshire focuses on support of the local third sector through a Local and Community small grants programme and strategic philanthropy through higher value Impact grants. There is, however, much connection between the two programmes which are informed by the Foundation's commitment to working collaboratively in order to increase access to opportunity within Buckinghamshire. Across these programmes the Foundation has an annual grant-making budget of £1.7 million.

Our role as a place based funder and our unique relationship with Waddesdon inform our approach to collaboration. We bring people together in order to share expertise, develop

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connections and explore new approaches that aim to make Buckinghamshire a better place to live, particularly for the most vulnerable.

Our heritage informs how we do things and our inspiration stems in part from the personal dedication and enthusiasm of Lord Rothschild and other members of the family who are actively involved and have the vision, commitment, expertise and financial muscle to be able to make a difference to life in twenty-first century Britain.

Purpose and Scope

The role will work within the Grants Team to deliver the Foundation's Buckinghamshire based grants programmes and related activities. The role will have particular responsibility for Local and Community grants which address a broad range of social welfare issues in line with the needs of the county. This programme currently has an annual budget of £200,000 and receives approximately sixty applications per year although the level of applications are increasing each year. The role will also manage the grant for the Waddesdon Charity of the Year, a programme that brings together Rothschild Foundation and Waddesdon Manor staff and volunteers to support a charitable cause in Buckinghamshire. This will involve working closely with National Trust staff at Waddesdon Manor.

As well as the direct responsibilities outlined above, there will be significant cross-over with other programmes including some management of Impact grants, the Foundation's strategic grants programme. The role will also be required to support the development of new initiatives and deliver Trustees' agreed policy, offering opportunity to grow broader understanding of the Foundation's wider grant-making. As a member of a small team of five it is essential that the role effectively works in close collaboration with other colleagues in the Grants Team.

The role will contribute to maintaining high standards of grant-making across the Foundation's programmes. This includes responsibility for researching, assessing and presenting grant requests; analysing local need and using it to inform grant-making decisions; building and leveraging with a diverse range of stakeholders, including for example local charities, schools, public sector and other philanthropic organisations.

Terms & Conditions

Contract Type: Permanent full time with the Rothschild Foundation

Remuneration: £33,000 per annum

Hours: A minimum of 37.5 hours per week, Monday – Friday 9am – 5.30pm.

Annual Leave: From start date, 33 days (including 8 days public holiday entitlement)
After three full years of service: 35 days (including public holidays)
After five full years of service: 37 days (including public holidays)
After ten full years of services: 38 days (including public holidays)

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Benefits: 20 % staff discounts in our on-site Restaurant and Shops.
10% employer contribution into company pension scheme
Beautiful location working within the charity and heritage sector.
Free parking

Responsibilities

- Researching and assessing grant requests with a particular focus on social welfare applications to the Foundation's Local and Community programme. This will include writing assessments using the Foundation's assessment process and completing written proposals for Trustee papers. On occasion this will include verbally presenting activity and programme development to the Foundation's Grants Committee
- Grants Management of both Local and Community, Impact grants and other grant-making programmes, including undertaking monitoring visits, reporting back to the team and keeping up to date monitoring records via the grants database
- Actively identifying opportunities for new Local and Community grants, including supporting appropriate organisations to progress through the Foundation's funding programmes
- Lead on the delivery of Local and Community programme network events, including identifying appropriate discussion topics, supporting opportunities for collaboration between Grantees and working with other Grants Team members on the logistics of events
- Researching local need, including desk based but with a particular focus on attending local networks and maintaining strong face to face relationships with the community, other local funders and infrastructure organisations
- Grant Management of the Waddesdon Charity of the Year programme. This will include coordinating the nomination, assessment and selection process, including all liaison with local charities, sharing key messages about the programme and delivering programme events in partnership with National Trust staff at Waddesdon Manor and Estate
- Supporting evaluation of the Foundation's grants programmes including reviewing grantee reports, analysing data and communicating impact to the Grants Team, Trustees and external audiences. This will include writing reports for Trustee papers and the Foundation's website
- Keeping abreast of developments within the Foundation's areas of interest locally and in the UK, including attending relevant sector events and representing the Foundation in a professional manner
- Working with the wider Grants Team on the Foundation's website, newsletter, Annual Review and other communications and publications
- Working with the Foundation's IT systems (including Microsoft Office suite, Blackbaud database and SharePoint). Training will be provided in Blackbaud and SharePoint if required

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- Such other reasonable responsibilities that may arise in the furtherance of the Foundation's work and wider projects

Experience

- Educated to degree level or equivalent experience (Essential)
- Prior experience of having worked within a grant-making environment or within a community development role (Essential)
- Ability to demonstrate a track record in researching and analysing the needs of communities (Essential)

Knowledge and skills

- Relevant knowledge of the third sector in Buckinghamshire with a strong network of contacts (Essential)
- A proven track record of building strong relationships with key contacts within these sectors and leveraging these relationships (Essential)
- Excellent organisational skills (Essential)
- Excellent networking, collaborative and ambassadorial skills (Essential)
- Full driving licence and regular access to a vehicle (Essential)
- Knowledge of using databases and computer literate (Essential)
- Knowledge of developments and best practice within the third sector (Desirable)
- Buckinghamshire based (Desirable)

Personal Qualities

- Highly articulate with excellent written and interpersonal skills
- Able to carry out tasks at short notice and to deadline
- A motivated, self-starter with a proven track record of taking the initiative and working independently
- A collaborator with the ability to work within a small team
- The ability to manage relationships at all levels and to build trust and credibility
- Flexible with the ability to approach new areas of interest with enthusiasm and creativity

Application

Please send a cv and covering letter to application@waddesdon.org.uk by 11pm on Sunday 12 January 2020. Interviews will be held on Tuesday 28 January at Waddesdon.

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