

THE NATIONAL INSTITUTIONS OF THE CHURCH OF ENGLAND
MANAGING EMPLOYER: CHURCH OF ENGLAND CENTRAL SERVICES
PROJECT MANAGEMENT OFFICE
JOB PROFILE

JOB TITLE:	Grant Manager
GRADE:	Band 3
LOCATION:	Church House, Westminster; ability to work from other locations in line with NCI Interim Hybrid Working Policy.
ACCOUNTABLE TO:	Head of Project Management
RESPONSIBLE FOR:	No Direct Reports
KEY RELATIONSHIPS:	Racial Justice, Net Zero Carbon, and other grant making initiatives. Vision and Strategy team, Finance team, other internal supporting teams. Key customer relationships are with dioceses, networks, and partner organisations.

BACKGROUND:

The **Church of England** has recently agreed a significant increase in funding to support God's mission and ministry across the country, supporting local parishes and growing many more new worshipping communities to serve the whole nation. The distributions will also help fund dioceses' plans to serve the nation in various areas such as addressing issues of racial justice, and radically cutting the Church's carbon footprint.

The Grants Manager role will provide the support needed by the **Racial Justice Unit**, the **Net Zero Carbon Programme**, and other new funding streams to ensure high standards on grant management from pipeline development right through to grant giving and monitoring and evaluation. They will work closely with the Finance and Vision & Strategy teams to deliver joined up processes, controls and reporting, ensuring alignment with other grant-making activity across the NCIs, particularly Strategic Mission & Ministry Investment funding.

The **Racial Justice Unit** has been established to support the whole Church in its embrace of and engagement with From Lament To Action (FLTA) for the Church for the 2020s, and to support its implementation. The Racial Justice team consults on and manages the distribution of around £25 million across the 2023-25 triennium.

The **Net Zero Carbon Programme** has been established to help the Church of England to deliver its commitment to reaching Net Zero Carbon by 2030. The Net Zero Carbon Programme team manages the distribution of a £190 million across 2023-31 aimed at supporting and equipping dioceses, parishes and other parts of the Church to reach the milestones set out in the Routemap to Net Zero 2030.

The new **Grants Manager** role will join the **Project Management Office** team to be a key change agent in the delivery of the Church of England strategy. This new role will give central support to the setup and operation of multiple funding streams.

JOB SUMMARY:

This is a new 2-year fixed-term role which puts in place and delivers excellent systems and support for grant management.

The postholder works closely with Racial Justice, Net Zero Carbon, and other grant making initiatives to ensure optimal application, payment, monitoring and evaluation processes and develops high quality reporting for key governance bodies.

The postholder is responsible for grant operations, including supporting the change request process and for tracking the status of all existing funded projects, as well as the pipeline of future awards.

The NCIs are currently undertaking a Finance Transformation Programme, including implementing a Grant Management System. The postholder will work closely with the Programme to ensure the appropriate design and implementation of fit-for-purpose technology-enabled processes for grant management, in alignment with other NCI funding streams (particularly Strategic Mission & Ministry Investment).

MAIN DUTIES AND RESPONSIBILITIES:

Grant Operations Management

- Supporting grant management funding streams, devising, implementing and managing policies and processes to support the smooth operation of the funding programmes.
- Supporting the assessment of funding applications, particularly their financial plans and budgets, working closely with the Finance team
- Tracking the pipeline of potential future funding.
- Supporting the award making process, including preparing award letters and funding agreements
- Implementing the agreed change request process ensuring all change requests are appropriately tracked and authorised.
- Managing the development of grant funding application guidance ensuring guidance is updated, accessible and well communicated to potential applicants
- Working in partnership with the Vision & Strategy team to the development of best practice grant management processes across the NCIs.
- Supporting the development of the new Grant Management System as technical expert advising on requirements for the full grant-cycle in respect of the relevant funding streams

Finance Process Management

- Work with the Deputy Head of Financial Planning & Analysis to design and implement appropriate financial management processes which operate consistently across all funding streams enabling the accurate and timely record of grant liabilities
- Ensuring the payments process works smoothly, including by liaising with diocesan finance leads and their teams to ensure the accurate and timely submission of grant claims in line with their budget.
- Work with the Financial Planning & Analysis team to ensure the timely and accurate processing of payment claims.
- Whenever applicable, working closely with FP&A colleagues, monitor budgets and cash flow, including analysing how the funds are spent, and the overall grant scheme budgets.

Monitoring and Evaluation

Supporting the Net Zero Carbon, Racial Justice, and other relevant funding streams on:

- Supporting the development of evaluation processes and sharing best practice.

- Building and holding relationships with a cohort of external evaluators.
- Supporting grantees to align to the programme outcome framework
- Facilitating workshops to define indicators.
- Supporting the creation and use of tools for capturing data on common outcome indicators.
- Advising on effective and efficient processes for conducting annual reviews carried out by consultants or outsourced as agreed.
- Supporting the gathering and dissemination of material evidencing the impact of funding.
- Working directly with grantees to ensure that all live projects have a Monitoring, Evaluation and Learning (MEL) plan in place.
- Supporting the relevant stakeholders to make sense of the evaluations emerging in terms of overall Monitoring, Evaluation, and Learning (MEL) strategies.

Learning

Support the Net Zero Carbon, Racial Justice, and other relevant funding streams on:

- Managing and sharing learning from end of project evaluations or within project research.
- As demand arises from evaluations covering the same theme, enabling the setting up and support of thematic learning communities.
- Supporting the dissemination of material evidencing the learning of funding.
- Supporting a culture of learning and evaluative thinking in dioceses, including learning plans.
- Providing technical support on monitoring the Net Zero Carbon, Racial Justice, and other relevant grant making initiatives

Funding Strategy and Governance support

Support the Net Zero Carbon, Racial Justice, and other relevant funding streams on:

- Advising and supporting the implementation of specific streams of funding or overseeing specific grants.
- Supporting the governance arrangements for the national Church funding, by preparing papers and inputting to papers for any relevant governance bodies.
- Providing reviews at agreed intervals on the use of existing and new funding as required.
- Help assessing the MEL Plans of funding proposals and other aspects as needed and providing clear summaries and advice to the relevant governance bodies.
- Delivering excellent governance support including supporting the arrangements for the relevant board meetings, and on the use of the funding and reporting to any relevant governance bodies and trustee bodies on the use of the funding.
- Supporting and advising the creation of regular updates including financial and scorecard data for any relevant governance bodies and trustee bodies.
- Working with the relevant stakeholders to increase accessibility to learning from applications and projects including project summaries, case studies and good news stories from funded projects.

The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time, and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

PERSON SPECIFICATION:

Essential

Experience:

- Substantial hands-on experience in supporting the management of a large and high-profile grant-making programme or funding process, including implementing and maintaining effective grant management policies and processes.
- Substantial hands-on experience in supporting the Monitoring & Evaluation (M&E), of a large and high-profile programme of work or funding process and developing effective M&E management policies and processes.
- Experience in monitoring and tracking substantial budgets, including the use of spreadsheets.
- Experience of building excellent relationships and communicating effectively with staff and external stakeholders at all levels (including those at a senior level), demonstrating emotional intelligence, tact, and persuasive ability.
- Experience of reporting within a governance process to trustees and senior stakeholders, including drafting and presenting reports and financial reporting.
- Experience of disseminating the impact of and learning from substantial programmes of work or funding processes, including drafting reports, organising, and delivering webinars and face-to-face events

Skills/Aptitudes:

- Ability to demonstrate excellent oral and written communication skills.
- High level of attention to detail, particularly in relation to monitoring and evaluation and presentation of financial information
- Clarity of thought, analytical mindset, and ability to provide actionable insights.
- Evidence of report writing and summarising financial and qualitative information accurately, concisely, and clearly.
- Excellent planning and organising skills with proven ability to prioritise, manage time effectively (including meeting tight deadlines when required) and use initiative as appropriate.

Personal Attributes:

- Highly pro-active, demonstrating resourcefulness and energy.
- Discreet and dependable in observing confidentiality.
- Friendly, co-operative, and diplomatic manner, with the ability to work well both on your own initiative and as part of a team.
- Highly collaborative approach, willing to work with a range of people across different teams and areas to get the job done
- Desire and commitment to learn and develop in the role.
- Supportive of the Church of England's focus on growth.

Knowledge:

- Educated to degree level (or equivalent) or relevant equivalent experience.
- Strong numeracy and literacy skills.
- Highly computer literate with a comprehensive working knowledge of Microsoft Office, in particular the creation and formatting of spreadsheets.
- Knowledge of best practice in grants management processes and techniques.
- Knowledge of monitoring, evaluation and learning techniques in the grant-making sector

Circumstances:

- Depending on specific requirements of each funding stream, there may be a requirement to undertake visits to other sites across England and a need for flexibility to work outside office hours as and if required.

Desirable

- Experience of reporting within a governance process to trustees and senior stakeholders, including drafting and presenting reports and financial reporting.

- Knowledge, understanding and strong interest in resourcing mission and growth across the Church of England.
- An understanding of the Christian faith.

Desirable

GENERAL INFORMATION:

Who we are and our values

We in the National Church Institutions support the mission and ministries of the Church locally and throughout England. We work together in our teams, with those who serve in Parishes, Dioceses, Schools and other ministries and with our partners at a national and international level.

We have developed our NCI 'people' values which are below, and we work with these regardless of whether we are of Christian faith, another faith or no faith;

Our NCI values

- We strive for excellence
- We collaborate
- We act with integrity
- We show compassion
- We respect others

Our training, policies, procedures and practices are all intended to support behaviours in line with our values and we expect all staff to uphold these.

Diversity

Our aim is for everyone in the NCIs to feel that they belong, and are valued for who they are and what they contribute.

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and to ensuring that everyone, job applicants, customers and other people with whom we deal, are treated fairly and not subject to discrimination. We will do whatever is necessary to provide genuine equality of opportunity. We continuously review our policies and processes to support our aim to create a workforce as diverse as the nation the Church of England serves.

As a Disability Confident Leader, we actively look to attract, recruit and retain those of you who are disabled.

As a member of the Armed Forces Covenant, we welcome applications from those of you who have served in our Armed Forces and their families.

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

Health and Safety Responsibilities

The NCIs take Health and Safety at work very seriously and require their staff to familiarise themselves with, and follow, their policy.

Confidentiality

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their Head of Department.

TERMS OF EMPLOYMENT:

Starting Salary: Salary £ 54,127 per annum (pro rata to if part-time)

Pension Contributions: Non-clergy staff will be automatically enrolled in the Church Administrators Pension Fund (CAPF, DC Section) unless they choose to opt out. Clergy already in the Church of England Funded Pensions Scheme (CEFPS) will have the option of either remaining in this scheme or joining the CAPF scheme.

The National Church Institutions have an income protection insurance arrangement. To be eligible for cover under this policy an employee must be a member of the CAPF DC section. Please note that insurance cover is not necessarily automatic, and that underwriting may be required by the schemes in some instances. Cover will be subject to any terms and conditions laid down by the insurance company.

Hours of Duty: Normal hours of work are 35 per week, Monday to Friday with an hour's unpaid break for lunch.

Annual Leave: 25 days paid leave per leave year. This is exclusive of public holidays and additional holidays approved by your employer.

Season Ticket Loan: Staff are eligible to apply for an interest-free travel season ticket loan for their journey to and from work.

Contract: The post is offered on a 2-year fixed-term contract.