Job Title: Grant Manager, South East (Sussex, Kent and parts of London)
Reports to: Head of Grants (South)
Responsible for: None

OVERALL PURPOSE
• Manage the Foundation’s grant making in your region, developing meaningful relationships with grant holders;
• Support grant holders to develop their work and become stronger through the Foundation’s organisational development programmes;
• Work with the Policy, Communications and Research team and the Development team to support the delivery of the strategic plan;
• Be the Foundation’s representative and identify opportunities for the Foundation in your region;
• Work collaboratively with funders, regional bodies and Lloyds Banking group in your region;

RESPONSIBILITIES

Grant Making:
• Identify and assist charities to apply to the Foundation;
• Assess grant applications including peer review and presenting applications at decision meetings;
• Manage the Foundation’s grants in your region;
• Meet deadlines and targets as agreed;
• Contribute to the development of future grant making programmes and new ways of working;
• Provide feedback for unsuccessful charities.

Support for grant holders:
• Develop trusted and useful relationships with charities in your region;
• Work with charities to identify their development needs, putting together and managing packages of support to meet these needs;
• Where appropriate work directly with charities to support their development;
• Identify opportunities to link and network grant holders;
• Create connections and networks between charities that support learning and add value;
• Refer charities for bank mentors and support as required and support LBG mentors as required.

National work:
• Work collaboratively with the Policy, Communications and Research team to ensure the insights and perspectives from grant making collectively and from individual regions and issues are captured, shared and reflected effectively in
the issues we champion and communicate as a Foundation;
- Support strategy and policy development and lead project work including managing budgets.

Representing and informing the Foundation:
- Be the Foundation’s representative in the region and feed local knowledge and experience back for the purpose of influencing and informing the Foundation’s work;
- Proactively develop and maintain an appropriate network of contacts both in the grant making sector and local voluntary and community sector, relevant to our mission to inform current and future working;
- Other duties as may be reasonably required.

**RELATIONSHIPS (INTERNAL AND EXTERNAL)**
- Work collaboratively and flexibly with other Grant Managers and the Service Delivery team to ensure a focus on excellent internal and external customer service is maintained;
- Manage the relationship with Enhance providers to support / resolve issues arising;
- Work closely and maintain good relationships with all Foundation teams;
- Work with LBG as required, including ambassadors, responsible business etc.;
- Act as an ambassador for the Foundation;
- External contact with other funders, charities and sector representatives;

**ROLE REQUIREMENTS AND COMPETENCIES**
- Exceptional interpersonal and communication skills and the ability to network effectively;
- Ability to understand and analyse information quickly and accurately;
- Ability to identify, produce, interrogate and interpret data to inform practice;
- Experience of working independently, remotely and as part of a team;
- Able to promote exceptional quality standards, innovation and continuous improvement;
- Ability to be flexible, self-motivated;
- A positive solution focused attitude;
- A commitment to champion and uphold the Foundation’s values;
- A commitment to undertake personal development to support growth in the role.
EXPERIENCE / KNOWLEDGE
The ideal candidate will have the following:
• At least 3 years’ experience of assessing, monitoring and evaluating grants;
• At least 3 years’ experience of supporting charities to develop the way they are run and managed and the way they deliver services;
• Understanding of charity finances and accounts;
• IT literate including Microsoft office i.e. excel, power point and word;
• A willingness to undertake extensive travel in your region and to the London office, with occasional overnight stays (likely to be one or less per month but occasionally could be two nights);
• Knowledge of the local community and voluntary sector in your region;
• Wider knowledge of the fundraising and grant giving sector;
• Individuals are required to “live on patch” be mobile and able to travel frequently to the charities within their patch.