



Job Description

Grants & Contracts Manager

Special Terms:	Full-Time – 37 Hours per week Permanent <i>Hybrid working (flexible, usually around one day a week in our office in Manchester)</i>
Salary:	£33,816 + 10% pension
Accountable to:	Head of Contract Development
Accountable for:	Grants & Contracts Coordinator
Closing Date:	9am – 20/01/2025
Interview Date:	28/01/2025 – 29/01/2025
Panel:	Daniel Walsh – Head of Contract Development Rachel Bottomley – Managing Director Geraldine Achieng – Business Development Manager

Role Summary

LGBT Foundation is an impactful, vibrant charity with a wide portfolio of well-established services and rapidly developing new initiatives aimed at meeting the needs of lesbian, gay, bisexual and trans people. We are looking for a Grants & Contracts Manager to join our small but dynamic team at LGBT Foundation. They will work with the Income Generation team and the Senior Leadership Team, helping to ensure LGBT Foundation achieves its income targets and meets our strategic goals. This will be primarily through:

- a. Researching and submitting major funding applications to statutory sources and Trusts and Foundations, at either a local, regional or national level.
- b. Leading on contract compliance across all grants and contracts, including leading project initiation processes for new funding, funder stewardship, overseeing management of

online systems (e.g. Salesforce, online fundraising platforms), and ownership of relevant fundraising targets.

We are taking positive action to encourage applications from people of colour (PoC) and other racially minoritised communities, trans*, non-binary, and/or older people (aged 50+), to improve the representation of colleagues from these communities in our staff team.

*Trans is an umbrella & inclusive term used to describe people whose gender identity differs in some way from that which they were assigned at birth; including non-binary people, cross-dressers, and those who partially or incompletely identify with their sex assigned at birth.

Role Accountabilities

1. To work with the Head of Contract Development, the Grants and Contracts Coordinator, and our Leadership Teams, primarily researching, writing, and managing medium-term and longer-term larger fundraising applications to statutory and trust sources. This would include:
 - a. Regularly researching and reviewing the giving criteria and patterns of existing and potential supporters, to identify best prospects and ensure opportunities for generating income for LGBT Foundation work are maximised.
 - b. Writing compelling and clear applications and business cases for funding our existing and expanding work programme.
 - c. To lead on the research and submission of tenders, either in our own right, or as a partner with external applicants.
 - d. Working with the Director of Finance & IT to compile project budgets.
2. To source, develop and manage excellent working relationships with our funders and stakeholders, for example by identifying and managing relationships with potential future partners for funding and tender applications, stewarding relationships with funders, and exploring avenues for repeat funding.
3. To source long term and sustainable funding.
4. To maintain effective fundraising systems and files and implement improvements and changes where necessary.
5. To lead the project initiation stage of new funding agreements (for example through chairing Project Initiation Meetings, uploading funding information to LGBT Foundation's CRM System, and ensuring funding information and budgets are communicated to our

Finance Team).

6. To support with contract compliance, for example through tracking monitoring reports, sending annual accounts, and supporting colleagues with monitoring reports where required.
7. To lead on other areas of regulatory and administrative compliance, such as ensuring we are operating in line with the Fundraising Regulator's Code of Practice, renewing memberships of the Fundraising Regulator and other relevant bodies, and informing staff of any relevant changes in regulation/good practice.
8. To contribute to LGBT Foundation's overall ongoing and annual business planning and budgeting processes

LGBT Foundation Accountabilities

- Display a genuine commitment to equality of opportunity and an understanding of the issues faced by all LGBT communities. LGBT Foundation will challenge any discriminatory behaviour or language if it occurs.
- Further, LGBT Foundation has a commitment to using the insight gained through its work to make the organisation more inclusive and representative of all LGBT communities.
- Completion of specific tasks allocated through work plans, project plans and the annual business plan of LGBT Foundation.
- Provision of monthly information (accurate data and informative commentary) within your areas of responsibility for performance management purposes.
- Compliance with LGBT Foundation's policies, procedures, management and monitoring systems.
- We are a learning and development organisation and will consistently provide and support opportunities for staff to exceed theirs and our expectations. In common with all staff, you have a responsibility for drawing attention to your own training needs as well as those of colleagues that you work with that LGBT Foundation will then aim to support you with.
- Any other duties in line with your skills and abilities, as directed by your line manager.

- All staff are expected to maintain a flexible approach to their roles and respond to LGBT Foundation's changing needs. The responsibilities of this post may be changed subject to review, over a period of time. This will be done in consultation with the post holder.

Person Specification

We realise that we could miss out on incredible talent joining LGBT Foundation because someone might not see themselves in every single one of these criteria below. For example, research shows that women of colour are less likely to apply to a role if they don't meet all criteria.

Please don't be put off if you feel you don't tick all the boxes below. If you think you could be great for this job, but aren't entirely sure, please apply anyway.

Skills & Abilities

- Excellent communication skills (both written and verbal), with the ability to write clearly and persuasively, with a well-developed writing style and ability to communicate with a wide range of audiences.
- The ability to translate sometimes complex project ideas into 'easy to understand' information.
- Excellent numeracy and financial literacy skills, capable of analysing financial information and presenting it in an accessible format (such as project budgets for funding applications).
- Excellent administration skills, including being IT literate with the ability to be self-supporting in the use of computer software, including the Microsoft 365 and CRM databases.
- Excellent time-management and organisational skills with the ability to prioritise workload, meet deadlines and manage conflicting demands.
- Strong leadership skills, with the ability to effectively manage and support team members.
- Able to collaborate effectively with colleagues across teams, ensuring colleagues delivering funded work are involved in the planning and development of applications.

Experience

- Experience of writing and submitting successful funding applications to trusts, foundations, and statutory sources (experience of the tender process would be desirable)
- Formulating persuasive arguments and effectively communicating these in order to influence.

- Experience of analysing and preparing financial information and presenting it in an accessible format.
- Experience of line management

Knowledge & Understanding

- A commitment to equality of opportunity and an understanding of the issues faced by LGBTQ+ communities.
- Knowledge of the current and emerging external policy landscape, particularly in relation to changes to funding mechanisms.
- An understanding of the need of when to be discreet and tactful, respecting confidentiality when required.

This role, in common with all staff at LGBT Foundation, will be expected to display a range of competencies specific to their grade and area of work. These will be measured during annual performance appraisals, and there will be an expectation that staff will be able to evidence the ways in which they have met these competencies over the course of the year.

Terms and Conditions

- (i) **Hours** – 37 hours per week– with an expectation of evening and weekend work.
- (ii) **Annual Leave** – 26 Days per year – rising to 31 days after 5 years’ service (*pro rata where appropriate*) – plus bank holidays.
- (iii) **Probation Period** – Post subject to successfully completing a 6-month probationary period.
- (iv) **Hybrid Working** – As an organisation we follow a hybrid method of working. As a result, colleagues work from home and our centre in Manchester. Due to the nature of this role, you will be required to attend meetings at our Community Centre in Manchester. On average, we anticipate this being around one day per week. A commute would need to be self-funded so please bear this in mind if you don’t live locally.

We understand that working for an LGBT organisation could impact on your identity, community, and/or culture. If you would like to discuss this or any aspect of the role further, please contact Daniel Walsh on Daniel.walsh@lgbt.foundation.