

Grants Manager

Job description and person specification

Job Title: Grants Manager
Reporting to: Chief Executive Officer
Direct Reports: Science Intern
Hours: 37.5 pw
Location: BRACE Charity Office at Southmead Hospital, Bristol BS10 5NB

OBJECTIVE: The Grants Manager will play an integral part in ensuring our grants have the best possible impact.

Working with the CEO, Chair of the BRACE Scientific Advisory Committee (SAC) and the wider Communications Team, you will be the first point of contact for our grant holders and potential grant applicants and deliver effective processes that ensure that anyone who applies to us for funding has a positive experience, whether they are successful or not.

You will lead on all aspects of administering our grants and grant calls and provide the rest of the team and Trustees with the information needed to support robust and transparent decision-making. You will also be involved in designing events for our applicants and our linked Universities and will work with colleagues to continually refine and improve our grant making processes.

ROLE: This position offers the opportunity to work within a small team that is focused on raising awareness of Alzheimer's disease and other forms of dementia, and whose principal objective is to support research into dementia through fundraising and the award of grants to research institutions.

KEY TASKS

Responsibility	Includes
Administering grant processes	<ul style="list-style-type: none">• Work with the CEO, Chair of SAC and Communications Team to update application and guidance forms for each funding round.• Work closely with colleagues to set up the grant call in our online grant management system (RE NXT) and website.• Provide guidance to potential applicants and respond to their queries, e.g. about eligibility, timelines etc.• Work with colleagues to ensure that opportunities for efficiencies and shared processes are maximised, e.g. updating fundraising team to help with fundraising applications• Process grant applications, ensuring that BRACE adhere to the highest standards of grant making and that BRACE operates within the terms of its AMRC membership.• Assist with the preparation of papers to support our decision-making processes, including supporting our Scientific Advisory Committee (SAC) by ensuring they have all relevant information and that the meetings run smoothly.• Act as SAC Secretary, preparing minutes and reports, communicating with successful and unsuccessful applicants after each 'grant awarding' round and maintaining the committee skills matrix• Develop a good working relationship with our SAC members ensuring they are kept up to date with developments at BRACE and other funding supported by BRACE.

	<ul style="list-style-type: none"> • Ensure that there are systems in place to enable us to support our independent reviewers and ensure they are informed of results of funding decisions made by BRACE in relation to research proposals they have been involved with. • Following final decision ensure all grants are administered and monitored correctly e.g. ensure that terms and conditions are signed and award letters are sent to successful applicants • Work with CEO to ensure policies are in place to manage unforeseen events affecting our grant holders and students during the period of the grant e.g. student or grant holder resigns
Event support and attendance	<ul style="list-style-type: none"> • Act as an ambassador for the charity. • Organise and deliver in person and online meetings and events, e.g. a feedback session for unsuccessful applicants. • Organise visits relating to the BRACE funding programme to promote BRACE as a partner e.g. helping put together briefing documents, supporting with arrangements, and highlighting opportunities for stories and impact with the Communications Team. • Build relationships with successful applicants and researchers so that they contribute to BRACE activities in the future e.g. speaking at events providing articles for press. • Communicate BRACE developments across all researchers and universities supported by developing a monthly newsletter.
Team support	<ul style="list-style-type: none"> • Provide support to the wider team where required, e.g. working with the finance team on the processing of invoices relating to new grants and refunds, supporting the charity's list of commitments • Assist the team in keeping accurate and up to date records, including on the database and ensuring that all relevant records are readily and easily available.
Management	<ul style="list-style-type: none"> • Line-manage and maintain the recruitment process for the Science Intern with the support from the CEO
AMRC	<ul style="list-style-type: none"> • Using AMRC seminars, mailing lists and professional advice to keep up to date with relevant regulatory or best practice trends within the research sector.

Other duties:

- Assisting the Chief Executive with various aspects of governance and administration relating to research
- Attend annual fundraising events
- Liaising with and providing information to the Scientific Advisory Committee
- Carrying out any other duties compatible with this post as directed, from time to time, by the Chief Executive

Candidate requirements

Essential:

- Health or social sciences degree or with experience of working in grant making or similar
- Experience of working in an office/ administrative environment, ideally as part of a hybrid team
- Proficient in the use of standard IT packages including Microsoft Word, Excel and PowerPoint.
- Excellent attention to detail

- Ability to prepare and present information clearly and concisely
- Comfortable working within a team setting
- Ability to work independently and to tight deadlines
- Flexible, proactive and able to work under pressure

Desirable:

- Experience of working in a research or grant making organisation.
- Experience of working with committees, ideally with a health, research or charitable giving remit.
- Experience using online grant management systems