



Addenbrooke's Charitable Trust (ACT)

JOB DESCRIPTION

Job Title:	Grants Manager
Department:	The Charitable Expenditure Team
Hours:	37.5 hours per week
Term:	Permanent
Reports to:	Head of Charitable Expenditure
Salary :	circa £30,000 per annum

A little bit about us

Addenbrooke's Charitable Trust (ACT) is dedicated to supporting innovation and improvements in patient care at Addenbrooke's and the Rosie hospitals. Whether it's treatment for an emergency, acute condition, pregnancy or long-term illness, we believe that every patient deserves the highest quality of care available. Thanks to the immensely generous support of our funders, Addenbrooke's and the Rosie hospitals can provide a level of patient care beyond that which can be delivered by NHS funding alone. Charitable donations fund high-tech equipment, specialist staff, extra comforts and vital research to find potential cures and help save lives locally, nationally and worldwide.

We strive to make sure that all our activities are carried out in line with our organisational values, and that we are:

Supportive, Innovative, Ambitious and that we ACT with Integrity.

The role and your team

You will be joining a fast-paced team with a varied workload and ambitious aims. The charitable expenditure team is a small team with a big task – to ensure ACT's expenditure of around £500k per month is appropriate, in line with the charity's objects and compliant with any restrictions on the funding. Together we are responsible for enabling some truly amazing things; sometimes life saving, sometimes life changing, other times a project might help patients be diagnosed more quickly, or it might mean a quicker recovery so they can get back to their regular routine more quickly. It is an incredibly rewarding role within a small friendly team, which has a vital function in a fast-growing charity.

The role provides a vital function for our research, research fellowship and patient-focused grant streams. The grant streams are allocated around £400,000 of general funding each year, but the committees can also recommend funds to be spent from departmental designated and restricted funds, meaning the actual annual spend can be much higher. Altogether, ACT's expenditure is around £0.5m per month and the post-holder will also play an important role in managing a portfolio of high-value projects (outside of the formal grant streams).

The role is responsible for running the research, innovation and fellowship grant streams. Research expenditure has increased sharply during COVID, initially for COVID-related research with demand now remaining high for other research areas. Recommendations for research funding are made through the hospital's research advisory committee, giving a good level of scrutiny and oversight to the way ACT uses its funds for research. ACT's innovation committee performs a similar role to RAC but for innovation funding. This funding stream sees a lower level of demand but supports some very interesting projects that push the boundaries of solutions to problems that are otherwise available on the market. Addenbrooke's is one of only a handful of hospitals to have its own clinical engineering innovation team. ACT

has recently funded the provision of dedicated space for this function which will see the hospital develop its own in-house prototyping facility which promises to be a gateway to future innovation.

ACT runs the Cambridge Clinical Research Fellowships scheme, providing successful applicants with an entry point into a career in clinical academia. This benefits from funding from ACT and other partners and has been joined in recent years by the NMAHP fellowship scheme for nurses, midwives and allied health professionals. The successful post holder will be responsible for managing these schemes from promoting them, managing the selection process, ensuring appropriate approvals to commit funding and generating the grant paperwork.

Many people choose to leave a gift in their will to Addenbrooke's, and an important part of this role is coordinating legacy expenditure – ensuring that legacy gifts are spent in a timely manner and ensuring that we have a process for managing this expenditure and managing and escalating risks and issues.

The charitable expenditure team consists of Alex, the head of department, Claire, funds manager, and Ella, charitable expenditure coordinator. We also have Victoria working very closely with the team, who is employed directly by the hospital but works closely with us as a project manager to deliver our programme of NHS staff support. This post reports to the head of department.

Our funding helps save lives and improve quality of life. Will you be part of our next chapter?

Job Purpose

The role is responsible for the research and innovation grants streams, legacy fund management, departmental relationship management and managing a portfolio of projects.

Duties

Area	Responsibilities
Grant scheme management	<ul style="list-style-type: none"> ✓ Leading our research, innovation and research fellowship grant streams with the opportunity to develop and improve the funding streams. ✓ Managing the end-to-end grants process including promoting the availability of funding to potential applicants and supporting them through the application process.
Project portfolio management (projects that are awarded grants and projects that could be suitable for awarding grants to)	<ul style="list-style-type: none"> ✓ Manage a portfolio of mid and high-value non-research projects (£5k to £1m+) from concept, through the approvals phase to monitoring project delivery progress. ✓ Working with the hospital to identify suitable projects for major donors, trusts and foundations and legacy gift expenditure. ✓ We fund projects that are over and above the core NHS provision. This means there are always some very exciting projects in the pipeline. You will have a vital role to play in enabling some of these projects to proceed. Management of these projects requires working with a number of stakeholders and requires tenacity and strong project management skills.
Managing relationships	<ul style="list-style-type: none"> ✓ You will be responsible for managing a number of key relationships within specified departments with whom we have a high frequency of contact. ✓ This will be focused on all aspects of expenditure management (low to high value). We are a small organisation and from time-to-time the post holder will need to represent the interests of other teams with these departments too, such as fundraising and finance.

	<ul style="list-style-type: none"> ✓ There are a number of key stakeholders in the various grant panels with whom it will be important to form a strong working relationship with, as well as stakeholders that will need to be engaged with to enable effective working with the hospital to identify suitable new projects.
Legacy fund management	<ul style="list-style-type: none"> ✓ We are fortunate to regularly receive gifts in wills, usually from past patients of the hospital. Sometimes it's very easy to identify suitable projects, but other times this will warrant some specific investigation with relevant hospital departments or a proactive funding call. ✓ You will lead on the legacy gift spend workstream, pairing funding with amazing projects and maintaining a register of currently available funds.
Internal matters	<ul style="list-style-type: none"> ✓ Attendance at internal meetings relevant to the role and whole-team meetings ✓ Coordinating the monthly expenditure pipeline meeting ✓ Departmental lead for GDPR compliance ✓ Deputising for the Head of Charitable Expenditure from time-to-time (for example, in meetings that the head is unable to attend). ✓ There is currently no line management responsibility.

What will I be expected to achieve in my first 6 months?

1. Fully understand your role and how it fits into the wider organisational objectives.
2. Managing most of your tasks independently, but with regular guidance and input from your line manager.
3. Compiling a Personal Development Plan with your line manager, looking at personal development opportunities outside of the duties of your core role.

Who will be my Line Manager	Head of Charitable Expenditure
What team will I be part of?	The Charitable Expenditure Team
When will the interview take place?	January/February 2022
When might I start?	As soon as possible.
Are there any other things it would be good for me to know?	The ACT team is currently split between working from home and the office (at Addenbrooke's Hospital). Office attendance is currently required on a set day per week, plus any other days according to the need to carry out your role. All internal and external meetings are conducted by video call. Note that this is the position at the time of writing, and this is subject to change. In pre-COVID times, being in the office was the norm. It is not known when or if we will return to office working in the way that we were, but it should be anticipated that this is a possibility.

The job description outlines the duties required of this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility outlined.

The closing date for applications is 16th January 2022. However, we reserve the right to close this vacancy once a sufficient number of applications have been received or a successful candidate is found.

Addenbrookes Charitable Trust is an equal opportunities employer actively working towards a diverse workforce. We therefore positively encourage applications, regardless of age, race, religion & belief, gender, gender reassignment, sexual orientation, marriage & civil partnership, pregnancy & maternity or disability.

Addenbrooke’s Charitable Trust (ACT)

PERSON SPECIFICATION

<p>Essential</p>	<ul style="list-style-type: none"> • An interest in medical research and healthcare innovation. • A drive to improve services and processes. • Experience of working with stakeholders at multiple levels within an organisation. • English and Mathematics GCSE A-C grade or equivalent. • Excellent attention to detail. • Excellent written and verbal communication skills. • Good level of competency in Microsoft Word, Excel and Outlook. • Confident and competent communicator; verbally, email communication and formal communications (letters). • Ability to work independently and manage multiple priorities, escalating issues and seeking help where appropriate. • Ability to input data accurately and to maintain accurate records. • Ability to manage workload and prioritise work.
<p>Desirable – not essential</p>	<ul style="list-style-type: none"> • Experience of using financial, grants or customer relationships management systems (or similar). • Experience of working in a grant-making environment. • Experience of working in a hospital or medical environment.