

Job Description: Grants Manager

Job Description

Job Title:	Grants Manager
Location:	Hybrid preferred, Remote considered
Reports to:	Head of Foundation
Staff Responsibilities:	n/a
Hours of work:	35 hours per week
Salary Range:	£40,000 - £50,000

Summary of Position:

The Fusion21 Foundation is the charitable arm of the Fusion21 Group. Reporting to the Head of Foundation, the Grants Manager supports the day-to-day delivery of the Foundation's grant-making activities. They are responsible for ensuring grants are effectively delivered to Fusion21 members, social enterprises, and charities, in line with the Foundation's charitable objectives. The role also involves contributing to regular impact reporting for internal stakeholders, as well as identifying and supporting the development of new opportunities to grow the Foundation's grant-making work.

Primary Responsibilities

Grant Management	<p>Proactively manage a portfolio of grants to effectively discharge the Foundation's objectives and to maximise impact.</p> <p>Consistently implement and maintain the Foundation's procedures with regards to due diligence, risk management and compliance.</p> <p>Contribute to the development of the Foundation's strategy and policies.</p> <p>Ensure that grant programmes are delivered effectively and within budget, taking a clear performance management approach alongside good grant-making practice.</p> <p>Stay informed of policy and best practice in terms of grantmaking, community investment and the VCSE sector.</p>
Programme Commissioning	<p>Identify, assess and develop funding opportunities that align with the Foundation's strategic priorities and maximise the social impact.</p> <p>Maximise the impact of Foundation funds through match funding and partnership working.</p> <p>Identify and raise potential opportunities for strategic collaboration with Fusion21 members and other funders, to support the Foundation's vision.</p>

Monitoring and Evaluation	<p>Monitor and manage a portfolio of grant funded projects, including performance monitoring, budget management and proportionate reporting.</p> <p>Apply and promote learning from funded projects.</p> <p>Provide insightful performance reports to internal stakeholders – including budget updates, demonstration of impact, and learning.</p> <p>Support the Head of Foundation in their reporting to the Board and Group Executive Team.</p>
Relationship Management	<p>Develop and maintain relationships with key stakeholders, including Fusion21 members, funders, and relevant networks.</p> <p>Actively participate in networking and sector engagement to enhance the Foundation's profile and grant making opportunities.</p> <p>Support the Marketing Team to highlight the impact of funded projects.</p> <p>Maintain a working knowledge of key community investment and sustainability policies including priorities of Fusion21 members.</p>
Additional Responsibilities	<p>Be a Fusion21 ambassador.</p> <p>Operate in a professional and safe manner at all times in line with statutory duty and the policies and procedures of Fusion21.</p> <p>Adhere to Financial Regulations and company policies at all times.</p> <p>Undertake any additional duties that may be deemed appropriate from time to time.</p> <p>Ensure that the promotion of Equality, Diversity and Sustainability are central to the organisation's activities.</p>

Personal Specification

Post holders that do not meet the essential criteria will be given an appropriate period of time to meet the essential criteria. Fusion21 will support individuals in their learning and development to achieve this.

	Essential	Desirable
Skills, Qualifications & Training	<p>Contract management skills (as a commissioner / funder or a grantee / fundraiser).</p> <p>Critical appraisal of new ideas, projects and approaches using a variety of methods including financial, text and research.</p> <p>Strong analytical skills, with experience in due diligence, impact assessment, and risk management.</p> <p>Skilled networker - ability to engage and influence a range of levels of internal and external stakeholders.</p> <p>Able to write clearly including board papers, contracts, policies. Able to communicate well and brief orally on complex issues with a range of diverse audiences.</p> <p>Graduate calibre - Degree or equivalent.</p>	A formal management qualification
Knowledge	<p>Knowledge of the grant funding sector – including trusts and foundations.</p> <p>Knowledge of approaches to measuring impact in the context of grant making.</p> <p>Knowledge of social policy development, innovation and influencing in relation to grant making, community investment and the wider VCSE sector.</p>	Knowledge of the social housing sector.
Experience	<p>Experience of working with an organisation that has received or made grants previously – either as a grant maker, a commissioner of VCSE services, or a fundraiser.</p> <p>Experienced in using information systems to find better, smarter, and more efficient ways of working.</p> <p>Experience of active engagement in delivering and/or promoting work that supports broader equality, diversity and inclusion objectives.</p>	

Behaviours, Qualities and Attitude	<p>A strategic thinker with a proactive and results-driven approach.</p> <p>Strong interpersonal skills with the ability to build and maintain relationships across diverse stakeholders.</p> <p>High levels of integrity, accountability, and sound judgement in decision-making.</p> <p>A collaborative team player with a flexible and adaptable approach.</p> <p>Excellent organisational skills, with the ability to manage multiple priorities effectively.</p> <p>Passionate about social impact and committed to driving positive change through investment.</p> <p>A problem-solver with a keen eye for detail and a structured approach to challenges.</p> <p>Resilient and self-motivated, with the ability to work independently when required.</p>	
---	---	--

Prepared by

Name:	Jo Hannan	Signature:	<i>J Hannan</i>	Date:	4/8/25
Title:	Head of Foundation				

Note: This job description is not exhaustive and is not a comprehensive list of all the tasks that may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken. The post holder is also expected to carry out other duties which are broadly consistent with the role as identified below. This job description will be subject to periodic review, and it may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes.