



# Grants and Impact Manager Recruitment

2024



## GRANTS AND IMPACT MANAGER

**Salary:** £34,500

**Contract:** 12 months fixed term (with potential for extension)

**Role reports to:** Chief Executive Officer (CEO)

**Location:** Linley House, Dickinson Street (Off portland Street), Manchester M1 4LF, with flexible and home-working options.

**Working pattern:** Full time (35 hours per week). Flexible options can be explored.

### About the role:

We are looking for an ambitious and passionate new team member to help Young Manchester grow in the coming months, in line with our vision:

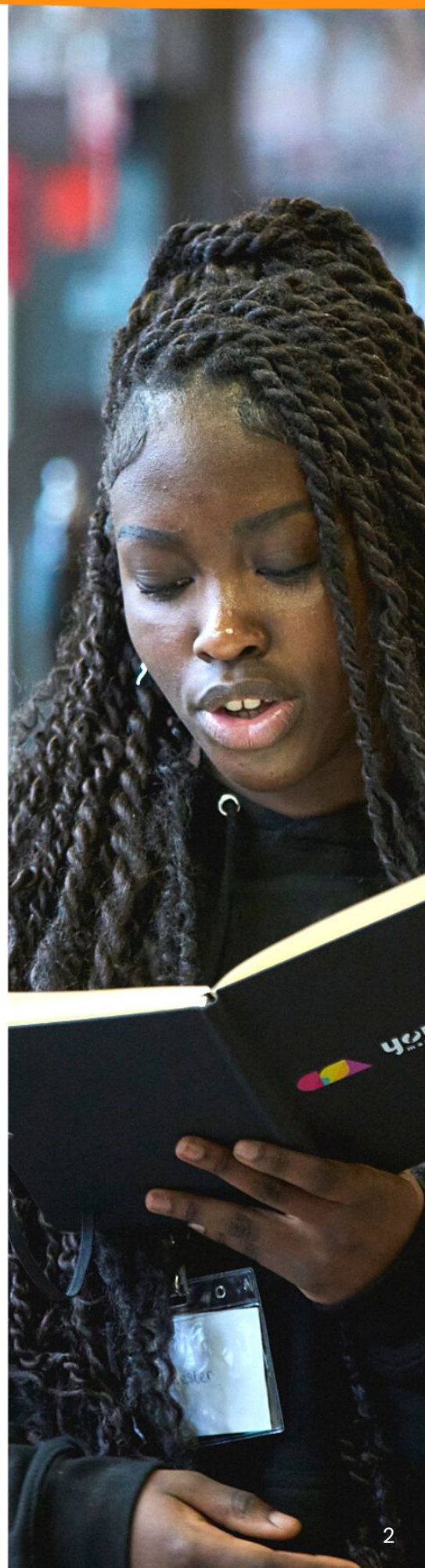
**“to create a Manchester where every child and young person can shape their city and realise their full potential through vibrant, connected, and inclusive opportunities”**

The grants and impact manager will manage the development and implementation of Young Manchester’s programmes supporting the youth and play sector in Manchester. This role particularly focuses delivering our grants programmes, impact reporting, and working with the CEO to attract additional funding into Manchester. This is achieved by leveraging our local network across the city and forming strategic partnerships both locally and nationally.

The postholder will ensure that children and young people are shaping Young Manchester’s work in order to maximise opportunities for young people. There is ample scope for an ambitious, creative and organised person to develop this post and be part of an exciting new chapter for Young Manchester.

Since 2018, Young Manchester has delivered nearly £12 million of funding through grants to youth and play charities in Manchester. In this role, you will support the smooth running of our grant management processes and help the team with youth-led grantmaking.

This is a new role, joining a small team in a fast-paced organisation, so there is ample scope for the right applicant to develop this post and be part of an exciting period of growth for Young Manchester.



## MAIN TASKS AND RESPONSIBILITIES

### ***Programme/ Community Grants Management***

- Develop and manage community grants programmes which enhance the engagement, development and life chances of all young people.
- Lead the development and delivery of current grants and commissioning programmes, including developing knowledge of our current grants portfolio, developing current procedures and implementing mechanisms for maintaining accurate data.
- Work with the partnerships team to oversee contracts for provision of services to ensure that funded partners consistently deliver to a high standard, meet all safeguarding requirements, and make a meaningful contribution to social action objectives.
- Ensure Young Manchester's programme of work is informed and influenced by children and young people, especially those most at risk from poverty and exclusion.
- Establish relationships with partners and funders in order to develop quality assurance systems, promote success and disseminate learning.
- Monitor progress to ensure that services remain relevant and responsive to changing needs and that there is a good balance between flexibility and certainty of the contract.
- Working with the partnerships team to develop members' ability to apply for opportunities, whether at Young Manchester or elsewhere, and developing their capacity and holding members to account for reporting.
- Work with the youth engagement officers/project coordinators on the delivery of youth-led grants and Young Manchester campaigns.
- Ensure that children and young people's voices are shaping all of Young Manchester's work, including The City of Social Action, working closely with our Project Coordinators and Young Ambassadors
- Work with the CEO to secure match funding for grants programmes

### ***Impact Management (Quality assurance, monitoring and compliance)***

- Lead the organisation's analysis and interpretation of data so that it is produced in accessible formats for key partners.
- Prepare accurate reports and briefings as required for Young Manchester, funders/match funders and others as needed.
- Work with the communications officer to prepare impact reports for programmes delivered by Young Manchester.
- Work with the HoDP (Head of Development and Partnerships) to review grant reporting and monitoring processes and implement new procedures in line with Young Manchester's strategy and outcomes framework.
- Work with the HoDP to develop and implement a framework to measure the impact of grants and projects.
- Proactively identify opportunities to improve the grants process, ensuring application, disbursement, delivery and reporting are reviewed to ensure they have the greatest impact.
- Work with stakeholders to ensure the sufficiency and quality of providers across the city.

## MAIN TASKS AND RESPONSIBILITIES

### **Supporting the team and our core activities**

- Work with the HoDP to sustain and grow strong strategic partnerships across Manchester that will deliver outcomes for children and young people, ensuring that Young Manchester is a key player within the sector, policy and strategy, and the private sector, both locally and nationally.
- Line manage junior team members working on different programmes across the team.
- Promote Young Manchester's values on diversity, fairness, probity, impartiality, and access and lead by example.
- Support the CEO & HoDP to manage relationships with statutory, business, and charitable sector funders, locally and nationally, providing information and updates on activity and producing board reports.
- Provide high-quality line management and programme management support to Project Coordinators and junior staff leading communications.

## EXPERIENCE, SKILLS, KNOWLEDGE AND ABILITIES

It is essential that you:	Why are we interested in this?
Have commitment to the vision and values of the charity	All staff commit to our vision and values – it helps us work together, and aim for the same thing. In short, it helps us succeed.
Are able to work on your own initiative and as part of a team	Young Manchester work is fast-paced, and with a small team you need to be able to take initiative and be proactive both on your own and with the team.
Have great organisational skills	This role is varied and supports many different aspects of Young Manchester’s work. You must be able to organise your own workload, information and prioritise accordingly to meet deadlines.
Have excellent project and/or grant management skills	Much of the work in this role is project management, supporting the team to deliver on aims and outcomes to agreed deadlines.
Are able to manage multiple complex projects at the same time	As above, this is a role with varied workstreams. We are looking for someone who is able to project manage multiple projects and tasks concurrently.
Enjoy creating and building strong relationships with new people	This role is predominantly externally facing, on a daily basis you will be speaking to and meeting grantees, young people, funders and new stakeholders, so this should be something you would enjoy doing.
Are confident, articulate and persuasive, able to hear and respond to different perspectives and negotiate effectively	This role will support the team in creating and nurturing new partnerships including with local and national decision-makers and potential funders. Being confident and articulate in these settings, and being able to make the case for Young Manchester is important to the role.
Are happy to travel across Manchester and occasionally further afield	Visits to member organisations across the city are encouraged and sometimes required. Occasionally we will be invited to events outside of Manchester where you may attend to represent the charity.
Are able to communicate complex ideas, to a high verbal and written standard	In this role, you will be required to explain and convey complex ideas, learning and business cases to a variety of different audiences via different formats including in person and digitally.
Are willing and able to adapt and work within a developing system	Young Manchester is going through a period of change and growth, so systems and processes may adapt (and you may find the need to adapt them!). You should be comfortable with this.
A commitment to safeguarding and promoting the welfare of children and young people	This is core to our role as a youth charity. You must personally commit to this, and ensure this is consistently carried out through your own work, and by our grantees.

Are able to confidently use the internet, computers, and specifically Microsoft office.	At Young Manchester, we support hybrid working, use Dropbox and Google Suite as well as Zoom and many other digital applications to make our work more efficient. You should be comfortable using technology.
Have knowledge of the needs of, and challenges faced by, community and voluntary sector organisations	This role requires you to build relationships with leaders, staff, volunteers and young people in and accessing community and voluntary sector organisations. Having a good understanding of their strengths, needs and challenges they are facing will help you to build and maintain these relationships.
<b>It is desirable that you:</b>	<b>Why are we interested in this?</b>
Have some experience working in or with a charity or not-for-profit organisation (either as an employee or volunteer)	We are interested in recruiting someone who can 'hit the ground running' in this role, so some background and/or experience in the charity sector is desirable.
Have experience of using Salesforce and/or another Customer Relationship Management (CRM) system or Grant Management System (GMS)	We use Salesforce for our grant management and member engagement. It would be helpful if you have experience of using Salesforce, or another similar application - as you will be a key user.
Experience working with a range of stakeholders such as the city council, youth community organisation, large Non-government organisations and businesses	We work with our local partner organisations the city council and national partners to deliver for children and young people in Manchester. In this role, you will be working with these key partners to ensure the grants achieve their desired impact.



## PRACTICAL STUFF

- 25 days holiday per annum, plus statutory Bank Holidays
- Flexible working patterns
- A commitment to ongoing professional development
- Contributory pension scheme

Options for home-working and working from the office are available, as well as flexible hours. We are happy to discuss arrangements that work for you when you start in post.

## HOW TO APPLY

The closing date for applications is **9am on 1st May 2024**.

Please write a cover letter (no more than 2 A4 pages) outlining why you're applying for the role, and using examples to show why you think you'd be a good fit, referencing the experience, skills, knowledge and abilities section. Send this to [recruitment@youngmanchester.org](mailto:recruitment@youngmanchester.org) along with your CV and a completed Equality and Diversity monitoring form which you can [download on our website](#).

Interviews will be held on the week commencing **13th May 2024**.

We would like the new Grants and Impact Manager to start as soon as possible after being confirmed in role, but are happy to discuss this and explore start dates.

If you would like any more information, or an informal chat about Young Manchester and role, please email the CEO, Samuel on [s.remi-akinwale@youngmanchester.org](mailto:s.remi-akinwale@youngmanchester.org).

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