



Grants Officer

Salary: £27,000

Role reports to: Head of Partnerships

Role Profile

Young Manchester a charity that strives to improve the life chances of children and young people across Manchester. We are growing our team and are looking for a passionate and skilled individual to support the development and delivery of our grant programmes.

The successful applicant will oversee delivery of Young Manchester's current grant programmes and will work with the Head of Partnerships and Director to implement our new strategy. The Grants Officer will work in partnership with organisations that receive funding from Young Manchester, funders and other stakeholders across Manchester.

The postholder will also support the development of new funding streams as well as partnership projects with youth and play providers across the city, supporting collaborations which support children and young people to thrive in Manchester.

There is ample scope for an ambitious, creative and organised person to develop this post and be part of an exciting new charity that puts outcomes for children and young people first.

What we will offer

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



Charity number 1166873

Main tasks and responsibilities

Quality, monitoring and compliance

- Support development of the current grants and commissioning programme including developing knowledge of our current grants portfolio, develop current procedures and implement mechanisms for maintaining accurate data
- Work with the Head of Partnerships to review grant reporting and monitoring processes and implement new procedures, in line with Young Manchester's new strategy and outcomes framework
- Work with the Head of Partnerships to develop and implement a framework to measure the impact of funding

Analysis, reporting and supporting decision making

- Support colleagues with 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, Manchester City Council and others as needed
- Develop areas of knowledge and/or expertise and connect with local residents and community groups to use their skills and passions to strengthen their neighbourhoods through social action
- Work with the Head of Partnerships, Director and external partners to develop new collaborative projects that support children and young people to thrive
- Promote Young Manchester's values on diversity, fairness, probity, impartiality and access and lead by example

Person specification

- Experience of working within a grant cycle management system, from pre-award to post project completion, including assessing applications and monitoring grants
- Working knowledge and experience of grant databases and/ or contract management systems
- Ability to adapt and work within a developing system
- Excellent communication skills with the ability to convey complex ideas, to a high verbal and written standard, using formats that are suited to the needs of diverse audiences
- Confident, articulate and persuasive and able to work with a wide range of stakeholders, to hear and respond to different perspectives and negotiate effectively
- Excellent interpersonal skills and ability to build a strong rapport with colleagues and grant holders
- Knowledge of the needs of, and challenges faced by, community and voluntary sector organisations and how these may inform approaches to supporting and working with grantees
- Excellent project management skills
- Excellent MS Office skills (Word, Excel, PowerPoint)
- Ability to work on own initiative and take operational decisions as required
- Ability to work within a small team and take on tasks additional to core role
- Promote equality and value diversity in all working relationships
- A commitment to safeguarding and promoting the welfare of children and young people
- Travel across Manchester and occasionally further afield

