



Job title: Grants Programme Manager

Reporting to: Finance Director

Salary: £35,000 - £45,000 (depending on experience)

Location: London, SW10 9HS

Contract: Permanent, full-time

About CW+

CW+ is the official charity of Chelsea and Westminster Hospital NHS Foundation Trust including its hospitals and clinics. Our generous supporters and partners enable us to:

- Build and enhance clinical facilities to create an outstanding healing environment for patients and staff
- Deliver a unique art and design programme to transform the experience and wellbeing of our patients
- Invest in health innovation to deliver exceptional patient care

About Chelsea and Westminster Hospital NHS Foundation Trust

The Trust runs two main hospitals:

- Chelsea and Westminster Hospital
- West Middlesex University Hospital

We also offer a range of community-based services, including our award winning sexual health and HIV clinics across London. With 6,000 staff caring for nearly one million people locally, regionally, nationally and internationally, we provide a range of specialist clinical services as well as general hospital services for people living locally, which include A&E and maternity at both our hospital sites.

Find out more at: www.chelwest.nhs.uk

Role purpose

The Grants Programme Manager is a key member of the CW+ team, working closely with arts, fundraising, communications and finance colleagues. The post holder will take day to day leadership of grant-making, impact and evaluation. The post holder will lead the £500,000 p.a. CW+ grant funding programme to deliver a portfolio of projects to improve patient experience and patient outcomes at the Trust. This will include interaction with clinical staff and post-award project implementation and support. The post holder will link up with the new CW Innovation team and key Trust stakeholders as appropriate. S/he will lead on impact strategy and evaluation across CW+ projects.

It is important to record and evaluate the impact of our grants and to ensure that we are making effective use of our resources. We also need to provide donors and other stakeholders with the



results of CW+ work. The post holder will ensure that appropriate evaluation systems and measures are in place to assess the impact of the grants programme.

Key responsibilities and duties

- Solicit, co-ordinate and support grant applications, especially those focusing on support to front line patient care.
- Manage and coordinate themed calls for applications.
- Work closely with CW Innovation team to solicit and develop exciting project proposals for grants funding
- Work in close liaison with colleagues (doctors, nurses, managers) to evaluate applications and develop and deliver impactful projects.
- Establish whether similar projects already exist elsewhere and whether they might present an alternative solution.
- Monitor live projects, discussing and resolving problems, and ensuring compliance with funding conditions and monitoring of delivery of impact targets.
- Support CW+ colleagues in securing external funding for activities and promoting the programme.
- Maintain effective management systems for grants administration.
- Support the operation of the Grants Committee and other approval processes.

Impact and Evaluation

- Maintain and develop effective management and implementation of systems for monitoring and evaluating impact for the charity's grants programme.
- Work with project leads to support and ensure collection of agreed impact measures.
- Ensure impact evaluation reports are prepared in a timely basis.

Other

- Carry out general administrative duties and other duties as the charity might reasonably request from time to time.



Person specification

Factors	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Degree or equivalent experience. Evidence of ongoing professional development. 	<ul style="list-style-type: none"> Health Service related qualifications.
Experience	<ul style="list-style-type: none"> Experience of grant programme management and administration. Successful track record of working with senior and diverse stakeholders. Experience in operation of evaluation frameworks in a charitable or healthcare setting. 	<ul style="list-style-type: none"> Knowledge of the health care sector. Experience of working within the NHS.
Skills and abilities	<ul style="list-style-type: none"> Good IT skills including Microsoft Excel. Excellent communication skills with the ability to produce clear and concisely written papers and presentations. Strong organisational skills. Ability to work autonomously and independently and drive projects proactively. 	<ul style="list-style-type: none"> Experience grants database systems such as Salesforce.
Knowledge	<ul style="list-style-type: none"> Understanding of the role of strategy and innovation within complex organisations. Understanding of analytical and strategy practices and tools. 	<ul style="list-style-type: none"> Knowledge of the changing NHS and direction of government policy. Understanding of clinical services.
Personal qualities	<ul style="list-style-type: none"> Highly motivated self-starter. Outward focussed proactive approach to work. Friendly and enjoys meeting and helping a variety of people. 	

Key terms and benefits

- Hours: 35 per week (normally 9:00am-5:00pm, Monday-Friday).
- Pension: Employer contribution of 8%.
- Holiday: 25 days per annum, plus UK bank holidays (pro-rata for part time staff).
- Probation: 6 months.
- Other benefits available: HSF health plan, season ticket loan.

April 2019