



Job title: Grants Manager

Reporting to: Finance Director

Salary: £35,000 - £40,000 (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

Find out more at: www.cwplus.org.uk

Role purpose

To deliver a programme of grants of at least £500k p.a. focusing on clinical innovation, quality improvement, and staff education and training. This will include interaction with clinical staff and post-award project implementation and support.

To be responsible for ensuring that CW+'s impact evaluation procedures are in place and delivered for this 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 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 effective grants administration.



- Support the operation of the Grants Committee and other approval processes.

1) Impact

- 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 metrics.
- Ensure impact evaluation reports are prepared in a timely basis.

2) Other

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

Person specification

Essential

- Experience of either grant management and administration, grant bid development and writing or coordination of funded projects
- An ability to communicate with a wide variety of senior stakeholders such as NHS professionals
- Understanding of the NHS, healthcare, research or public organisation ways of working
- An understanding of and preferably experience in design and operation of impact and evaluation frameworks in a charitable or healthcare setting.

Desirable

- Understanding of academic research support experience
- Experience preparing bids to external funding organisations
- Experience in development administration of grants database systems

Key terms and benefits

- Hours: 35 per week (normally 9:00am-5:00pm, Monday-Friday)
- Pension: employer contribution of 6%
- 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

December 2018