

JOB DESCRIPTION

Job Title: Grants Manager

Department: Kingston Hospital Charity

Reports to: Director

Liaises with: Fundraising, finance and communications colleagues; senior trust colleagues; fundholders; grant applicants and trust staff.

Band: 6

Job Summary

The Grants Manager will work closely with Kingston Hospital Charity's Director to develop and manage the end-to-end grants programme cycle from liaising with applicants, preparation of meeting papers, providing feedback to applicants, through to monitoring awards and assessing impact.

The postholder will work with other teams, particularly colleagues in fundraising and communications, providing updates on grant awards and the impact they are having.

This is an excellent opportunity to apply your grant management skills to developing and overseeing grants that have a direct impact on staff and patients at Kingston Hospital, whose care is rated *Outstanding* by the Care Quality Commission.

Trust Culture and Values

The trust has defined its culture as one that is patient centred which puts safety first and where all staff take responsibility, are valued and value each other. To support this our five values are that we are all:-

Caring – we design and deliver care around each individual patient's needs and wants

Safe – we make the safety of patients and staff our prime concern (safety comes first)

Responsible – all staff take responsibility for the hospital, its services and reputation

Value each other – we all value each other's contribution

Inspiring – we always strive to empower each other to develop and deliver improvements to benefit our patients

Our training, policies, procedures, and practices are all intended to support behaviours in line with our values and all staff are expected to uphold these by 'Living Our Values Everyday'.

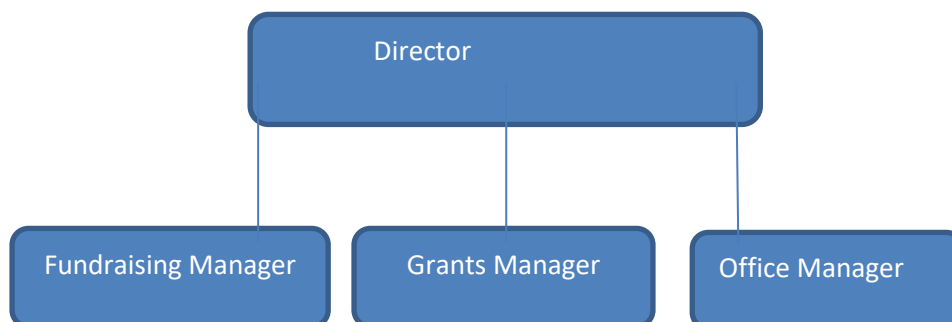
Department Philosophy

Kingston Hospital Charity's vision is to ensure every patient experiences outstanding care and the best possible outcome by working with colleagues, as well as key partners and stakeholders from across our community.

We support Kingston Hospital by: rebuilding and refurbishing to create patient-centred spaces designed to deliver the best care possible; acquiring cutting-edge equipment to improve diagnosis and treatment; providing services and comforts to ease the burden on patients and their families, ensuring the care is as comprehensive as possible; funding medical research, so that Kingston Hospital continues to increase its participation in research studies and trials to find more effective ways to prevent, diagnose or treat disease; and supporting the health and wellbeing of our staff as we must care for ourselves, if we are to provide the best care possible for our patients.

Kingston Hospital Charity was relaunched at the end of 2017 growing its annual income from around £350k to £2m plus, as it works with Kingston Hospital to deliver a range of major projects, while growing its grants programme.

Department Structure Chart



IJES No: 95436
Job Title: Grants Manager
Date 21 February 2024

Acting Chairman: Phil Hall

Chief Executive: Jo Farrar



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KEY RESPONSIBILITIES/OUTCOMES:

Specifically, he/ she will:

1. Overall responsibility for developing, managing and improving Kingston Hospital Charity's grants programme, including its processes and systems, to achieve efficient and effective operations, ensuring projects with the greatest patient benefit are supported.
2. Be the main point of contact for all grant enquiries/ queries. Work with applicants in a professional and responsive manner to ensure projects, however complex, are clearly and coherently communicated.
3. Oversee the management of the Grants Committee including: assessing grant applications and making recommendations as part of the preparation of papers for review; writing meeting minutes; and providing applicant feedback. Also, preparation of the Grants Report for presentation at the quarterly Charitable Funds Committee meeting.
4. Develop metrics and manage the evaluation of all grants to showcase their impact, share learning and further improve the grants programme.
5. Actively promote the grants programme across the NHS foundation trust, liaising with clinicians, management and staff at all levels to ensure high levels of understanding and engagement.
6. Manage and monitor grants, regularly reviewing progress, ensuring accurate record-keeping and reporting on progress.
7. Oversee the annual grants programme budget and work with the Finance Department to ensure accurate and timely reporting.
8. Produce reports comprising engaging, informative content on the impacts of projects for supporters, working with grant recipients.
9. Maintain an understanding of the external funding landscape that is relevant to the role and aims of Kingston Hospital Charity
10. Represent Kingston Hospital Charity appropriately (both internally and externally) at functions and events
11. Identify own training and development needs and undertake appropriate training/ education as required


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12. Participate in an annual individual performance review process where objectives will be agreed, performance monitored and personal development needs discussed
13. To attend all statutory and mandatory training as and when required to do so
14. Act responsibly in respect of colleague's health, safety and welfare following safe work practices and complying with the trust's Health and Safety Policies
15. Adhere to all trust policies as applicable

Note: This job description is not intended to limit the scope and extent of the job to be undertaken and will be subject to review and alteration as necessary, following discussion with the post holder.

Health Clearance

Health clearance is required for this appointment. Applicants must complete a medical questionnaire, return it to the Occupational Health and Wellbeing Service and, if required, undergo a medical examination before appointment.

Disclosure and Barring Service (DBS)

A DBS will be required before appointment for all posts with access to children or vulnerable adults.

Confidentiality and Disclosure of Information

In the course of your normal work with the trust you will come into possession of confidential information concerning patients, the Trust and its staff. This information should always be treated according to the trust's rules on confidentiality. Any inappropriate disclosure may be subject to the trust's disciplinary procedures.

Raising concerns

Staff may on occasion have genuine concerns about healthcare matters and consequently the trust endorses the principle that these must be raised in a responsible and appropriate manner, and if necessary using the trust's 'Raising Concerns (Whistleblowing)' policy.

Data Quality/Security

The post holder is responsible for ensuring that he/she maintains the integrity and quality of both computerised and manual data.

Acceptance of Gifts and Hospitality

The conduct of staff in the public service should be scrupulously impartial and honest and in this context any offers of gifts or hospitality should be discussed with your manager, prior to acceptance.

Codes of conduct and professional standards

All staff should adhere to any codes of conduct or professional standards set by the regulatory bodies with whom they are registered or by professional bodies of which they are a member. Managers should observe the Code of Conduct for NHS Managers.

Risk (managerial and supervisory staff only)

Managers are responsible for implementing and monitoring any identified and appropriate risk management control measures within their designated area(s) and scope of responsibility. Full details are set out in the trust's Risk Management Policy.

Health and Safety

All staff are advised that, under the Health and Safety at Work Act 1974 and associated legislation, it is the duty of every employee to take reasonable care for their own health and safety and that of other people who may be affected by their activities at work, and also to co-operate fully with the trust and others in connection with any arrangements to satisfy the statutory duties and responsibilities under the Act, including undertaking appropriate mandatory and health and safety training.

Infection Control

All staff must at all times be aware of their responsibilities for ensuring infection control and to maintain hygiene standards in accordance with infection control policies and instructions.

Personal Property

The trust is unable to accept responsibility for articles of personal property lost or damaged on its premises whether by burglary, fire, theft or otherwise and staff are advised to insure against all risks.

Equal Opportunities

Equality of opportunity is an integral part of the trust's recruitment and selection process and recruiting managers must ensure that they comply fully with the trust's Equality & Diversity Policy. The trust aims to ensure equality of opportunity for all irrespective of race, disability, sex, gender reassignment, sexual orientation, age, marriage and civil partnership, pregnancy and maternity and religion, or belief.

No Smoking

Smoking by staff, patients and visitors, will not be permitted anywhere on trust premises.

Security

Staff must wear their identity badge at all times to assist in maintaining the security of the hospital; be observant, and not afraid to enquire of people as to their business in the hospital. Any suspicious behaviour must be reported to the security officer, manager, or security team.

Safeguarding children and vulnerable adults

Kingston Hospital NHS Foundation Trust is committed to safeguarding children and vulnerable adults at risk of abuse. If the post is one that involves access to children and vulnerable adults during the course of their normal duties, an enhanced DBS check will be required. All employees have a responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

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PERSON SPECIFICATION

This is a specification of the qualifications, experience, skills, knowledge and abilities that are required to effectively carry out the responsibilities of the post, as outlined in the job description and forms the basis for selecting a candidate.

POST:

REQUIREMENTS		Please tick as appropriate		How Tested
		Essential	Desirable	
Education/Qualifications				
1.	Degree or equivalent level of experience.	✓		A
Experience				
1.	Understanding and experience of the processes of grant-making and monitoring.	✓		A/I
2.	Strong project management skills and understanding and experience of evaluation.	✓		A/I
3.	Experience of improving the quality, impact and efficiency of grant-making processes.	✓		A/I
4.	Experience of overseeing budgets and financial reporting.	✓		A/I
5.	Self-starter with the ability to act on your own initiative.	✓		A/I
Skills /Abilities				
1.	Effective in developing relationships at all levels of the organisation and with the communication and analytical skills to provide advice and support to grant applicants.	✓		A/I

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2.	Ability to process information accurately, and write succinct summary reports, making recommendations, as appropriate to awarding panels.	✓		A/I
3.	Excellent interpersonal skills with the ability to communicate with a range of audiences.	✓		A/I
4	A methodical and organised approach to work, combining numerical accuracy with an attention to detail and an ability to meet deadlines.	✓		A/I
5.	Strong IT skills (MS office) including use of spreadsheets, databases etc.	✓		A/I
Knowledge				
1.	Confidence to learn new systems and skill sets independently.	✓		A/I
2.	An understanding of the UK healthcare sector relevant to the role.		✓	A/I
Other				
1.	Willing and able to occasionally work outside of normal hours.	✓		A/I
2.	Prepared to get involved in all aspects of the charity's operations, as required.	✓		A/I

A = Application Form | I = Interview | T = Test

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