

## Grants Director (SST) – Job Description

<b>Job Title:</b>	Grants Director
<b>Reporting To:</b>	Chief Executive of the Centre for Social Justice
<b>Location:</b>	Westminster, London
<b>Salary:</b>	Up to £60k per annum
<b>Apply:</b>	Please read the job description in full. If you feel you qualify for the role, please send your CV and a covering letter to <a href="mailto:recruitment@centreforsocialjustice.org.uk">recruitment@centreforsocialjustice.org.uk</a>

**We are seeking a Grants Director to run the Trusthouse Charitable Foundation (TCF)**, which is an independent grant making foundation, making grants totalling around £3m a year to smaller charities and organisations working in local communities throughout the UK which experience severe socio-economic deprivation.

The Foundation has a broad remit addressing deprivation in urban and rural isolated communities. Its support falls under general headings of Community Support, Arts, Education and Heritage. These headings cover projects including work with older people, youth, ex-offenders, recovering addicts, homeless, arts programmes for marginalised and excluded people of any age, alternative education schemes, industrial and maritime heritage projects. Grants are grouped within programmes, namely the Small Grants programme which makes grants up to £7,500, and the new Major Grants programme which will offer one-off and multi-year grants of up to £60,000 each.

We are seeking a new Director to lead the program to equip and empower some of the best small charities in the UK.

### MAIN RESPONSIBILITIES

- Overseeing the TCF Grant program, ensuring hitting of key KPIs and targets, and feeding into their strategy/governance where required. This includes;
  - Coordinating the strategy for small charity visits across the UK
  - Organising the general grant giving process (including assessment/funding schedule, allocations, payment of grants and analytics of recipient’s success)
  - Managing the Risk (reputation & fraud) of certain awards
  - Running the large grant-giving program, which involves the analysis of some 600 applications a year, presenting them to board, and organising payments/follow-up
  - overseeing the grants manager to run the ‘small grants program’
- Supporting the TCF board to;
  - develop governance structure and strategy; and to run 6-monthly board meetings.
  - Plot its grants strategy (using UK sector analysis and TCF giving reflections)
  - connect the board with the sector/grantees
  - set the environments for the finance and grants committee for good decision making (meeting schedule, agenda, papers, minutes)
- Building relationships with other grant givers across the UK in order to enhance grant-giving strategy and efficiency.
- Overseeing the delivery and grant-giving budget for TCF
- Giving support to the governance, strategy and day to day management of SST

### THE PERSON

#### Competence and Experience

- Grant-making or comparable analytical experience at a senior level
- An ability to think creatively and strategically to develop new projects and business ideas relevant to the aims of the organisation
- A forward-thinking, and dynamic individual able to provide and communicate proactive vision, leadership and direction.

- A natural ambassador with the ability to build effective relationships with stakeholders at all levels.
- Outstanding written and verbal communication and interpersonal skills allowing you to understand, influence, negotiate and engage confidently with different audiences and stakeholders.
- A credible and inspirational leader, with experience of leading, developing and managing teams towards set goals
- Experience of working with boards of trustees
- Knowledge and understanding of the voluntary sector

### Personal Qualities and Attitudes

- Committed to the aims and values of the Centre for Social Justice
- Passionate about helping to change the lives of those most struggling in the UK, and big believer of small charity.
- Has a high level of self-motivation, drive for performance and improvement and flexibility in approach and attitude.
- Fiercely organized, able to design efficient grantee search process and deliver grants
- Winsome of people from front-line delivery through to board room funders
- Analytic and strategic, able to step back, spot patterns and set resultant plans to make a difference
- Loves to travel to see different things, then able to reflect and make changes accordingly

### THE SET-UP

The Grants Director will work for Smith Square Trading, which is a subsidiary of the Centre for Social Justice. The organisation is based in the CSJ's Westminster office.

**The Centre for Social Justice (CSJ)** is an independent think tank, established to put social justice at the heart of British politics. Moved by shocking levels of disadvantage across the nation, it studies the root causes of Britain's acute social problems in partnership with its Alliance of over 400 grassroots charities. This enables the CSJ to find and promote evidence-based, experience-led solutions to change lives and transform communities. The CSJ believes that the surest way to reverse social breakdown – and the poverty it creates – is to build resilience within individuals, families and the innovative organisations able to help them. Since its inception the CSJ has set the agenda for social policy reform. We have an award-winning reputation for ground-breaking research, big ideas and pioneering nation changing reforms.

**Smith Square Trading Limited (SST)** is a trading company owned by the Centre for Social Justice. This company currently administers the Trusthouse Charitable Foundation (TCF) which since 1996 has been awarding grants to address local issues in areas of extreme urban deprivation and remote and fragile rural communities. Whilst primarily administering the TCF, and reporting to its Board of Trustees, SST will work hand in glove with the CSJ, drawing on the policy expertise and organisation infrastructure.