

Kusuma Trust UK
Head of Programmes

Job Title	Grants Manager
Reports to	Head of Grants
Liaises with	Operations Manager, Grants Manager, Board of Trustees, Advisers and Grantees
Direct reports	None
Location	55 New Oxford Street, London, WC1A 1BS (<i>with travel in London to visit Grantees</i>)
Salary	£31-33k dependent on qualifications and experience
Contract	Full time, starting on a two year fixed term contract (renewable)
Background	Kusuma Trust UK (the Trust) are a family-led trust, making philanthropic investments in the community, primarily focussed on giving grants in London. Grants are given to causes, organisations and people that are making a positive difference to society. The Trust choose partners based on shared values and mutual interests – creating access to opportunities (including special education needs, community centres and museums), improving health and well-being (through funding medical facilities and research), and investing in our communities and the environment (focus areas include green spaces and air pollution). Strategic priorities are regularly reviewed and therefore may change. The website http://www.kusumatrust.org/ provides further details about the work.
Job Purpose	To manage grants at every stage in the grant making process including identifying opportunities for grant making, building relationships with potential Grantees, effective and efficient grant making and overseeing Grantee reporting.
Main Responsibilities	<p>1. Grants management</p> <ul style="list-style-type: none"> 1.1. Initiate, build and strengthen effective working relationships with potential Grantees and Grantees 1.2. Provide guidance and support to potential grantees on grant applications 1.3. Assess and evaluate funding proposals and prepare grant contracts and documentation for successful grants 1.4. Carry out capacity and risk assessment of potential grantees, including due diligence 1.5. Manage and monitor grants, review regular grant reports, and trouble-shoot where necessary 1.6. Ensure the timely production of regular grant tracking and management reports for the Head of Grants and the Board, including alerting the Head of Grants to major problems and risks in a timely manner 1.7. Maintain records and filing related to grants in line with the Data Protection Act <p>2. Communications</p> <ul style="list-style-type: none"> 2.1. Prepare regular programme and grant updates and reports for the website, quarterly reports and Annual Reviews. Elements of this will be done with other members of the team <p>3. Research and development</p> <ul style="list-style-type: none"> 3.1. In consultation with the Head of Grants, identify and research organisations and charities for funding in London in line with the strategy 3.2. Keep up to date with developments in the Trusts areas of interest including attending relevant events to inform identification of grantees with strong organisational strengths and high impact work <p>4. Other Responsibilities</p> <ul style="list-style-type: none"> 4.1. Any other duties as reasonably required by the Trustees and the Head of Grants <p><i>This post is expected to evolve in line with The Trust's priorities.</i></p>

Person specification	<p><i>You will be joining a small, friendly and focused team to make a positive impact to society through the grants programme. You will have experience of the charity sector, including ideally appraising proposals, have strong project and relationship management skills and be committed to making a difference.</i></p> <p>Essential</p> <p><u>Work Experience</u></p> <ol style="list-style-type: none"> 1. At least three years experience working in the charity or public sector 2. Excellent interpersonal, networking, communications (written and verbal in English), problem solving, analytical and team working skills 3. Demonstrated ability to engage and communicate effectively with diverse individuals from a wide range of backgrounds, building and maintaining positive relationships 4. Ability to identify needs and opportunities, and assess and challenge grantees objectively and constructively 5. Ability to write concise high quality reports for different audiences 6. Numeracy skills and knowledge of charitable accounts and budgets <p><u>Personal Qualities</u></p> <ol style="list-style-type: none"> 7. Ability to work both independently and in a consultative and collaborative manner 8. Exceptional degree of good judgement, objectivity and maturity 9. Excellent organisational and planning skills, including attention to detail 10. Ability to prioritise a diverse workload and meet deadlines 11. Willingness to work flexibly and travel periodically in London 12. Sense of humour and a passion for creative problem solving and enthusiasm about working flexibly in a family-led environment within a small team 13. Good IT and administrative skills 14. Ability to respect the confidential nature of elements of the role 15. A strong values system with a commitment to progressing the Trust's priority areas <p>Desirable</p> <ol style="list-style-type: none"> 16. Proven experience of grant making and grant management is highly desirable 17. Experience and familiarity with Apple Macintosh systems 18. Financial experience in the charity sector
Additional Information	<p>The Trust has a legal responsibility to ensure that all workers and employees have the legal right to live and work in the UK. If you are invited for a second interview, you will be asked to bring with you original copies of documentation that provides evidence of your right to live and work in the UK. For further information please check the list of acceptable documents produced by the Home Office here https://tinyurl.com/y3yj44jj</p>

Application: Short CV and cover letter (each up to two pages) outlining how you meet the elements in the person specification and why you are a suitable candidate for the role. This should be sent to info@kusumatrust.org by 9am on Tuesday 9th June. Provisionally first interviews will be by phone during the week of the 15th June and second interviews will be the week of the 29th June.

May 2020