



ROTHSCHILD
FOUNDATION

Role Profile

Job Title: Grants Manager

Managed by: Head of Grants

Location: Waddesdon, Buckinghamshire / St James's Place, London / Remote

Purpose and Scope:

We are looking for an individual to join the Grants Team to help support the development and delivery of the Rothschild Foundation's grants programmes. As a Grants Manager you will help us to identify, assess and manage grants across our funding programmes in Buckinghamshire and wider UK. We want to be an approachable funder focused on developing strong relationships with the organisations that we fund. A big part of the role will be developing relationships with a wide range of third sector organisations and supporting them to deliver effective approaches to community needs and issues within our areas of interest.

We manage two open access application programmes in Buckinghamshire and a wider UK programme of grant-making where we pro-actively identify organisations to work with in our areas of interest. Currently these include culture and sustainable food systems, connecting with activity at Waddesdon Manor and Estate, the home of the Foundation. We value the balance in our funding approach of flexibly responding to local need alongside a deep dive into the specific interests of Trustees. This combination makes the Foundation an interesting and progressive place to work and we welcome individuals with a flexible and creative approach. The current annual budget for our grants programmes is £7M.

As a Grants Manager you'll also take ownership of managing the Waddesdon Charity of the Year. This programme brings together staff and volunteers from the Rothschild Foundation and Waddesdon Manor to support a local charitable cause in Buckinghamshire. You'll have the opportunity to work closely with the chosen charity and Waddesdon Manor staff on activity and events throughout the year. Past events have included a summer picnic and a bake-off and offer a real opportunity for socialising and making connections across our areas of work.

We are very happy to be able to offer flexible working with the option of part remote and part office based. Currently we ask the team to be office based on Wednesdays and as a

Grants Manager we'd expect other working days to include a mixture of visiting applicants and grantees and working from home. Given the nature of our work this may be subject to change but we will always do our best to offer a working pattern that balances your needs and the needs of the Foundation.

Through our funding we are committed to making a difference across all communities.

In our organisation we are looking to increase the diversity of our workforce and welcome applicants from diverse backgrounds to apply for this role.

Responsibilities:

Grant Programme Management

- Developing opportunities for funding by identifying and visiting applicants, supporting them to work up proposals and ensuring they meet our due diligence requirements
- Building effective relationships with applicants and grantees, including providing constructive feedback on applications and monitoring funded activity
- Grant Management of Waddesdon Charity of the Year. This will include coordinating the nomination, assessment and selection process of the programme. It will involve working closely with the chosen charity, sharing key messages about the programme and delivering events with staff at Waddesdon Manor and Estate
- Working with the Grants Team to undertake research in the current areas of interest and future interests of Trustees, helping develop current programmes and shape future strategy. This will include building understanding of need and identifying effective organisations and approaches to support
- Keeping up to date with developments within the Foundation's areas of interest in Buckinghamshire and wider UK
- Supporting evaluation of the Foundation's grants programmes including reviewing grantee reports and working with the team to develop our approach to measuring and sharing impact. This will include writing reports for Trustee papers, case studies and communications for the Foundation's website, as well as thinking about other creative ways to tell the stories of our funding

Networking and Advocacy

- Working closely with staff at Waddesdon Manor and Estate
- Representing the Foundation at relevant events including occasional evening events
- Devising and delivering ways to increase the reach and accessibility of our grant-making

Communications

- Working with the Grants Team on the Foundation's website, newsletter and social media

Special Projects

- Project management support for internally managed projects such as research and events

IT

- Working with the Foundation's IT systems (including Microsoft Office suite, Blackbaud database and SharePoint). We are able to offer training in Blackbaud, and SharePoint if needed and are open to discussing other training needs

The role would also suit people who have:

- Experience of working within the third sector in our areas of interest: Culture; sustainable food systems; disadvantage within local communities. Experience of grant-making is welcome but not essential and we are very open to discussing what training and support can be offered in this area if needed
- The ability to build and maintain meaningful relationships at all levels and to build trust and credibility
- Excellent written and verbal communication skills with the ability to communicate with a diverse range of people
- An interest in researching and analysing need and impact and communicating this to colleagues and Trustees
- A genuine commitment to the third sector and knowledge of third sector current policy/trends
- Strong organisational skills with the ability to work independently and as part of a small team
- Flexibility in approaching new areas of interest with enthusiasm and creativity
- Knowledge of using databases and computer packages

Contract Type: Permanent full time with the Rothschild Foundation

Hourly Rate: £40,000 per annum

Hours: 37.5 hours per week, Monday – Friday.

Annual Leave: From start date, 33 days (including public holiday)
After three full years of service: 36 days (including public holidays)

After five full years of service: 38 days (including public holidays)
After ten full years of services: 40 days (including public holidays)

Benefits:

20 % staff discounts in our on-site Restaurant and Shops.
10% employer contribution into company pension scheme
Beautiful location working within the charity and heritage sector.
Free parking.

Application

Please send a cv and covering letter to application@waddesdon.org.uk by 5pm on Friday 26th November. Interviews will be held on Wednesday 15th December at Windmill Hill, Silk Street, Waddesdon , HP18 0JZ. Please let us know if you will have an issue with attending this interview date in your covering letter.



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FOUNDATION

GRANTS MANAGER
