



The Pilgrim Trust

The Pilgrim Trust was established in 1930 with an endowment of £2m. The trust deed stated that the donor, Edward Stephen Harkness, wished the funds to be used for some of the UK's 'more urgent needs' and hoped that the gift would not only help in 'tiding over the present time of difficulty' but 'in promoting her future wellbeing'.

Today, its endowment fund is worth about £75 million, and the Pilgrim Trust uses the income from this to spend around £2.5 million in grants. 60% of its funding is directed at heritage and conservation and 40% goes towards social welfare. Currently, the Trustees priorities are the repair and re-use of significant buildings and the care of collections and early action to improve the life chances of vulnerable women and girls. The Board of Trustees meets quarterly to consider applications that are assessed and presented to them by the small staff team.

Job Description

Job Title: Grants Manager (Maternity Cover)

Reports to: The Director

Location: Central London (with occasional travel)

Salary: Circa. £38,000

The role: Working with the Trustees and Director, the post holder will have primary responsibility for the Pilgrim Trust's Social Welfare programme. The role will be to oversee the Trust's grant-making operation by managing all aspects of the assessment, award and monitoring process. The post-holder will also have the opportunity to influence the future strategy and policies of the Trust and be expected to advise the Director and Trustees on policy developments. The post is for one year (maternity cover) from 25 May 2020.

Main areas of responsibility:

Assessment:

- Providing guidance and support to potential applicants on grant applications.
- Assessing grant applications including analysing information against criteria, carrying out due diligence, interpreting financial accounts and data and seeking further information as necessary.
- Interviewing and/or visiting potential grantees to evaluate projects as part of the application and monitoring process (travel and overnight stays within the UK are to be expected).
- Writing and presenting assessment reports to the Board of Trustees for decision-making.

Monitoring:

- Managing grants awarded and overseeing the release of payments in line with agreed schedules.
- Reviewing grantee progress reports and evaluating them against agreed outcomes.

Policy and relationship building:

- Developing and maintaining effective relationships with grant holders, funding partners and other key stakeholders working in similar areas with a focus on collaboration, learning and sharing experiences.
- Keeping up-to-date with policy developments in the Trust's areas of interest and the wider charity and grant-making sectors, and updating the Director and the Board as required.
- Contributing to the development of funding strategies, policies and processes in conjunction with the Director.
- Representing the Trust at meetings, seminars, receptions and other external events as required.

Other:

- Supporting the development of operational activities, practices and procedures.
- Being an active member of the team and collaborating with colleagues as required. As part of a small team it is necessary for all staff to be flexible and versatile and do whatever is necessary to ensure the smooth running of the Trust.

Person Specification

Educated to degree level or equivalent, you will be someone who thrives on using your initiative and have strong analytical, communication, organisational and planning skills. You will also have the curiosity and desire to learn and develop new areas of knowledge and expertise.

Essential

To apply, you must have the following experience and skills:

- An understanding of the voluntary and statutory sectors across the UK, including the range of organisations, activities undertaken and funding context.
- Experience of grant-making and carrying out grants assessments.
- An understanding of social inequalities and how they impact on women and girls.
- Strong numeracy skills and comfortable interpreting and appraising accounts, budgets and other financial management information.
- Excellent written and spoken English, with the ability to present complex information clearly and concisely in oral and written form.
- Strong IT skills, including MS Office applications and grants/CRM database management.
- Analytical with the ability to make objective and unbiased judgements.
- A high level of emotional intelligence and empathy.
- Ability to engage and communicate effectively with people from a variety of social and cultural backgrounds.
- Well-organised and able to prioritise, manage a varied workload and work to set deadlines.

- The ability to work efficiently as part of a team within a small office as well as the ability to work independently.

Desirable:

- Experience of working with Trustees and to a Board.
- Experience and knowledge of early intervention approaches/services/issues etc.
- An understanding of evaluation frameworks.

Terms and Conditions

- 35 hours a week excluding one-hour lunch break (there is the possibility of some flexibility around working from home).
- 25 days holiday, plus statutory Bank Holidays.
- Optional contributory pension scheme (5% employee, 12% employer).