



**Imperial Health Charity
Fund Engagement
Manager**

Job Pack



**Imperial
Health
Charity**

HELPING
OUR HOSPITALS
DO MORE

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Imperial Health Charity is a registered charity, no. 1166084

CHARING CROSS • HAMMERSMITH • QUEEN CHARLOTTE'S & CHELSEA • ST MARY'S • WESTERN EYE

About us



We support the five hospitals of Imperial College Healthcare NHS Trust: Charing Cross, Hammersmith, Queen Charlotte's & Chelsea, St Mary's and the Western Eye.

Imperial Health Charity helps our hospitals do more through grants, arts, volunteering and fundraising.

We fund major redevelopments, research and medical equipment at five London hospitals as well as helping patients and their families at times of extreme financial difficulty.

Supporting the arts in healthcare, we manage an Arts Council accredited hospital art collection and run an arts engagement programme for patients and NHS staff.

We also manage volunteering across all five hospitals, adding value to the work of staff and helping to improve the hospital experience for patients.

Fundraising through major appeals and community events enables us to continue our essential work.

How we work

The charity is governed by a board of trustees, chaired by David Crundwell, and led by a Chief Executive, Ian Lush. Our central offices are in Edgware Road, with satellite offices at the Trust's two other main sites. We are managed through six departments: grants, arts, volunteering, fundraising, communications and finance.

Our hospitals



Supporting the Trust, we help our hospitals do more through grants, arts, volunteering and fundraising.

Imperial College Healthcare NHS Trust provides acute and specialist healthcare for around 1.5 million people every year. Formed in 2007, it is one of the largest NHS trusts in the country, with over 11,500 staff.

Its five hospitals are:

- Charing Cross
- Hammersmith
- Queen Charlotte's & Chelsea
- St Mary's
- Western Eye.

The Trust's hospitals have a long track record in research and education, influencing clinical practice nationally and worldwide.

The Trust also has a growing number of community services and provides private healthcare in dedicated facilities on all of its sites.

As a key partner in our local health system, the Trust drives health and healthcare innovation, delivering outstanding care, education and research with local, national and worldwide impact.

Its promise is better health, for life.

The role

We are looking for an enthusiastic individual with experience of stakeholder engagement and grants management.

Hours:

35 hours per week, Monday to Friday.

Accountable to:

Head of Grants.

Salary:

£32,000 - £36,000 (depending on experience).

Location:

Charity office, Edgware Road, London (but with frequent travel across our five hospital sites in Hammersmith, Marylebone, Paddington and White City).

Notice period:

Two months.

Recruitment process:

Panel interview with two job-related tasks. Second round interview if required.

Purpose of the role

To support the senior management team and board of trustees with the administration and management of Imperial Health Charity's special purpose funds.

This role exists to work with NHS staff who have delegated authority for these funds, to ensure that proper governance is followed, funds are spent according to guidelines and opportunities for grant spending and fund growth are capitalised to further the funds' purposes.

Background to the role

We are looking for a highly-organised and enthusiastic individual to join our recently-expanded and dynamic grants team. This new role is an exciting opportunity to be a key player within Imperial Health Charity during year one of our new three-year strategy supporting the five hospitals of the Imperial College Healthcare NHS Trust in north west London.

Special purpose funds are donor-gifted funds, each with a specific purpose to support a particular hospital ward, department, area of research, service or group of patients within the Trust's hospitals.

There are two types of special purpose fund: those managed directly by the charity's trustees (trustee-controlled funds); and those managed by NHS staff under delegated authority (fund adviser funds). This post has specific responsibility for the stewardship and management of these funds and will act as the key liaison contact between the charity and Trust staff.

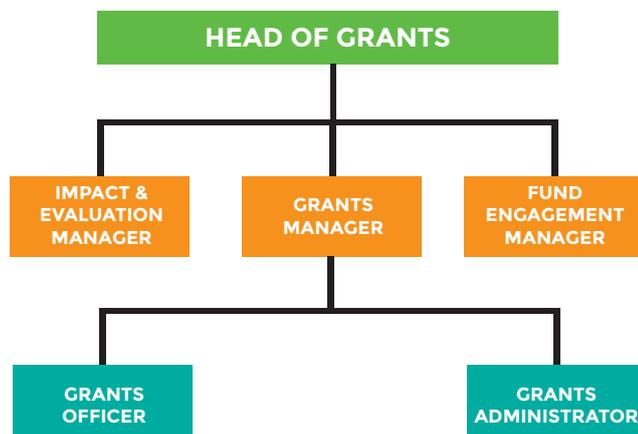
We are looking to appoint an enthusiastic individual with experience of stakeholder engagement and grants management who can lead on the redevelopment and management of these funds. Building strong relationships is an essential part of the role as the post holder will work closely with the grants, fundraising and finance teams to facilitate our strategic goals. The post holder will assist with fundraising initiatives to drive income into the funds as well as champion our grants programme to ensure the charity's expenditure is appropriate and effective.

Reporting to the Head of Grants, this post requires a self-starter with the skills and initiative to modify processes and engage with key stakeholders. A strong completer-finisher who can navigate their way round a complex organisation, influencing key individuals to manage improvements and bring about change within our ways of working. The post holder will also be able to benefit from training and development opportunities to assist with their core responsibilities.

Safeguarding

At Imperial Health Charity we are committed to the safeguarding and protection of children and adults at risk in our work. We will do everything possible to ensure that only those who are suitable to work with these vulnerable groups are recruited to work for us. This post is subject to a range of vetting checks, including a criminal records disclosure.

Team structure:



Main duties and responsibilities

The Fund Engagement Manager will be responsible for the stewardship of the charity's special purpose funds.

1. Enhance engagement with the charity's special purpose funds within Imperial College Healthcare NHS Trust

- Be responsible for the stewardship of special purpose funds managed by the charity, including trustee-controlled and fund adviser funds
- Undertake an inventory of all existing special purpose funds, updating records for all funds held and initiating new processes for the ongoing maintenance of accurate records
- Undertake necessary engagement activities to raise the charity's profile and visibility, focusing specifically on special purpose funds while ensuring effective collaboration with the grants, arts and volunteering programmes and effective liaison and signposting to fundraising where appropriate
- Manage and update the guidance documentation associated with special purpose funds, ensuring advice and procedures are in line with the charity's objectives, policies and procedures as well as Charity Commission law
- Act as the special purpose fund 'champion' both internally among the charity's staff and externally within the Trust, improving the understanding and dissemination of information regarding these funds
- Act as the first point of call for all fund advisers, building and maintaining strong relationships
- Attend regular Trust departmental meetings
- Share responsibility for supporting the objectives of the charity's strategy (2019-2022), supporting the use of special purpose funds and promoting the objectives of the grants and fundraising teams

2. Manage the administration and expenditure of fund adviser special purpose funds

- Co-ordinate and manage the administration of all current fund adviser special purpose funds
- Undertake a project to update records for all fund adviser

special purpose funds, identifying correct purpose restrictions and correct signatories

- Respond to queries in a timely manner, consulting with other members of the grants, finance and fundraising teams as appropriate
- Work closely with fund advisers to ensure they are maximising fundraising opportunities for their funds in line with the charity's fundraising policies
- Work closely with fund advisers to encourage the preparation and management of spending plans
- Undertake a scoping exercise to identify and investigate low value and/or dormant funds and recommend consolidation or closure of funds as appropriate
- Support the grants, finance and fundraising teams with invoice/expenses processing and data management using the charity's CRM system
- Take responsibility for the effective delivery and dissemination of special purpose fund guidance to fund advisers, providing advice, guidance and support to all fund advisers
- Support grant round processes that exist with ongoing campaigns related to high-value fund adviser special purpose funds

3. Manage the administration and expenditure of trustee-controlled special purpose funds

- Support the Head of Grants in the management of all current trustee-controlled special purpose funds, including identifying funds which are not being utilised efficiently and actively engage with appropriate Trust staff to encourage applications
- Support the grants team with grant round processes that exist with ongoing campaigns related to high-value trustee-controlled special purpose funds
- Liaise with the Grants Manager in reconciling historic grant awards funded by trustee-controlled special purpose funds
- Identify appropriate funds for the allocation of income and work closely with the Director of Development in developing processes for standard practice (e.g. legacy income)
- Undertake a scoping exercise to develop the maintenance and

structure of all trustee-controlled special purpose funds

- Manage the ring-fencing of agreed amounts within funds while supporting and monitoring the development of major proposals between the Trust and the charity.

4. Manage the overall maintenance, governance and reporting requirements of special purpose funds

- Identify and maintain the most appropriate structure for special purpose funds, ensuring this is fit for purpose across teams
- Update and review all special purpose fund guidance on a regular basis and ensure current policies are not breached
- At the end of each financial year, undertake a review of special purpose funds, utilising survey/analytical tools to obtain information on income and expenditure
- Produce reports for trustees and members of the senior management team as required
- Develop and steer a special purpose funds working group internally for continual development and improvement purposes
- Work with the Impact and Evaluation Manager to measure the impact of special purpose funds and how they improve patient experience and staff development
- Take responsibility for elements of the charity's risk register (e.g. fund adviser special purpose funds' expenditure), identifying funds that haven't met requirements, don't align with Charity Commission guidelines or are being used in a way that is adverse or contrary to the charity's strategic objectives.
- Support the development of Flexigrant, our online grants management system, and the integration of our CRM and finance system.

General duties

- Deputise for the Head of Grants on special purpose funds where appropriate
- Liaise with the Grants Manager to enhance engagement with the grants programme across all hospital sites

- Take an active part in grants department and charity staff meetings, contributing to agenda items and undertaking assigned actions as required
- Participate in regular supervision, objective-setting/ monitoring and actively engage in your own job-related development throughout the year
- Maintain an up-to-date knowledge and awareness of best practice and current issues in grant administration
- Be an ambassador for and represent the charity in a professional and efficient manner
- Take an active part in and collaborate with peers and colleagues across the charity's work, bringing your own experience and perspective so that we harness the value of our shared contributions
- Champion the charity's Code of Behaviour and act as a role model, ensuring that our safeguarding and other key policies and procedures are adhered to at all times so as to protect the people we work with and our reputation.

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The charity is a fast-moving organisation and therefore changes in duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the post holder.

Personal development

The Head of Grants will agree annual objectives and a personal development plan, which will include training as an essential element of the role.

The person

We are looking for an enthusiastic individual with experience of grants management and excellent interpersonal skills.

Qualifications and education

Essential

- Educated to degree level or higher, or appropriate experience in a related role
- At least two years' grant-making experience in a similar role
- Evidence of recent continuous professional development.

Desirable

- Knowledge and experience of funds/grants management and fundraising activities within the charity/health sector.

Previous experience

Essential

- Experience of grants management, from pre-award to post-award, including advising applicants, assessing and monitoring grants
- Significant experience of working with online grants management systems
- Experience of working with key stakeholders.

Desirable

- Experience of working with trustees
- Experience of working with fundraising initiatives
- Experience of online grants management systems
- Experience/knowledge of the NHS charity landscape
- Experience of charities and/or health-related organisations.

Skills, knowledge and ability

Essential

- High level of accuracy and attention to detail

- Strong ability to use technology in all aspects of work, including designing resources, with a high proficiency in Microsoft Office programs (Word, Excel, PowerPoint, Outlook), internet browsers and web-based systems, CRM databases
- Excellent communication skills, both written and verbal
- Excellent interpersonal skills and ability to build a strong rapport with colleagues, fund advisers and grant holders
- Commitment to collaborative team work and inclusive working, ensuring quality and valuing diversity
- Ability to give and receive feedback objectively and sensitively and willingness to challenge constructively
- Proven ability to influence stakeholders at all levels and present complex information
- Confidence in presenting publicly at conferences, events and workshops to a range of audience types and sizes.

Personal

Essential

- High standards of personal conduct, honesty and integrity
- Ability to establish good working relationships
- Ability to work under own initiative and operate a flexible approach
- Collaborative and inclusive, prepared to work as part of a wider team in contributing specific expertise
- Committed to awareness of issues of equality and cultural diversity
- Ability and motivation to deliver high-quality work with minimum supervision
- Highly organised with the ability to multi-task
- Flexible approach to managing and prioritising a high workload
- Confidence in dealing with multiple stakeholders and competing priorities
- A clear thinker who is proactive and solutions-focused

- Systematic approach to work, seeking to improve systems, processes and information.

Other requirements

Essential

- Commitment to the values and principles of the NHS
- Ability to travel between our hospital sites across west London on a day-to-day/weekly basis
- Ability to handle confidential and sensitive information
- Ability to work flexibly to cover other tasks within the team in times of absence
- No envisaged barriers to obtaining standard DBS disclosure.

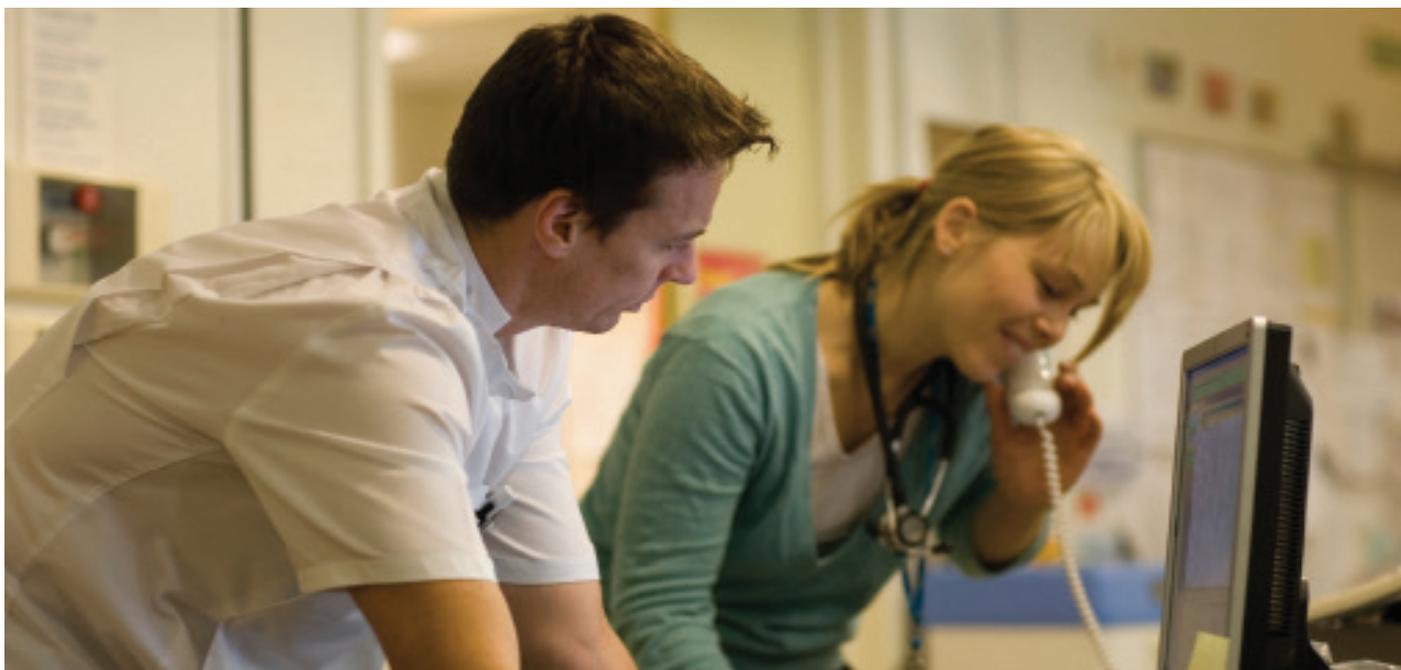
Benefits



We value our staff and offer a range of exciting benefits in return for their hard work and dedication.

- **Holiday entitlement**
25 days per year plus bank holidays (increasing by one day a year up to a maximum of 33 days), plus an extra day's holiday to be taken one week either side of your birthday.
- **Free gym membership**
Membership of the St Mary's Hospital gym with access to yoga classes free of charge.
- **Interest-free season ticket loan**
A loan to cover the cost of a season ticket to and from your place of work (available upon successful completion of your probation period).
- **Life assurance**
A death in service payment of three times your annual salary, up to £150,000.
- **Pension**
We pay employer's contributions of 10 per cent of your annual salary to a nominated pension fund.
- **Maternity/paternity leave**
We pay maternity and paternity leave above the statutory minimum requirement.
- **Staff Arts Club**
Membership of the Staff Arts Club includes free entry to London galleries and discounts to music, cinema and theatre events.

How to apply



Applications for the Fund Engagement Manager role are now open!

Please complete the application form on our website and submit via email to the Head of Grants, Francesca Ferro.

francesca.ferro@imperialcharity.org.uk

The closing date for applications is **Sunday 17 November**.

Interviews will take place in **late November**.

All job offers with Imperial Health Charity are subject to satisfactory pre-employment checks and references.

A standard level DBS check will be required for this role.

Imperial Health Charity reserves the right to close this advert early if sufficient applications are received prior to the advertised closing date.