

# NHS CHARITIES TOGETHER

## GRANTS ADMINISTRATOR

### Recruitment Pack

**NHS Charities Together**

Lake View House, Wilton Drive, Warwick CV34 6RG

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T 08454 635328 Calls cost 5p per minute plus your network access charge

[www.nhscharitiestogether.co.uk](http://www.nhscharitiestogether.co.uk)

NHS Charities Together is the trading name of the Association of NHS Charities. Company number 12325259

Registered Charity No. 1186569

## Message from the CEO of NHS Charities Together

Dear Applicant,

Thank you so much for your interest in working at NHS Charities Together as our Grants Administrator. This is an exciting time to join our team. Thanks to phenomenal public support, our national Covid-19 Appeal has raised more than £130million to help NHS staff, volunteers and patients through the immediate and long-term effects of coronavirus.

Our charity is on an incredible journey. Since completing a rebrand in 2019 from the Association of NHS Charities to NHS Charities Together and incorporating as a charitable company, the world has been turned upside down by Covid. The year 2020 has seen the country come together in an outpouring of love and support for the NHS. As the NHS' national charity and membership organisation to all of the NHS' official charities throughout the UK, NHS Charities Together is the central body getting additional funding and support to our National Health Service where and when it needs it most.

The recruitment of this post is part of an ambitious strategy and commitment to develop our grants programme and grow our support to members, building on the success of our Covid-19 Appeal.

We are very proud of what we achieve. We are a small, but growing staff team and the post of Grants Administrator will have an important role to play as we work hard to support our members and raise the profile of NHS charities.

If you are passionate about the health and wellbeing of our nation, believe that through supporting NHS charities we can significantly increase the vital support given to our hospitals, community, mental health and ambulance services, we would love to hear from you.

Best wishes

A handwritten signature in black ink, appearing to read 'Ellie Orton', written in a cursive style.

**Ellie Orton**  
**CEO, NHS Charities Together**

## NHS CHARITIES TOGETHER

### Grants Administrator – Recruitment Pack

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#### Background NHS Charities

There are more than 240 NHS charities across the UK and most of them focus on helping our hospitals do more. Collectively these charities give over £1million every day to the NHS so that people can stay well for longer and get better faster. In recent years NHS charities have funded major capital projects, pioneering research and medical equipment at our hospitals, helping patients access the best possible care when they need it most.

There is so much love for the NHS and this was evident following the launch our Covid-19 Appeal in March 2020, to support staff, volunteers and patients through the immediate and long-term effects of the coronavirus pandemic.

More than £130million has been raised so far, thanks to generous donors and fundraisers including Captain Sir Thomas Moore whose high-profile efforts inspired the nation. Covid-19 Appeal funds are being issued in grants to NHS charities. These grants fund everything from wellbeing rooms for staff, iPads to connect isolated patients with loved ones and hardship funds for those affected financially by Covid-19.

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*NHS charities are devoted to our nation's hospitals, community and ambulance services, funding ground-breaking research and vital medical equipment, while developing new treatments and enhanced care to support patients.*

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Our current grant programmes are focused on supporting community health and social care partnerships that the NHS relies on, and on NHS recovery, in addition to second wave funds which are available to members.

NHS charities also play a key role in mobilising volunteers to support NHS staff, brightening wards and waiting areas with colourful and engaging art and building an important link between our hospitals and our communities. Other NHS charities support mental health trusts, community health trusts and ambulance trusts.

These vital funds and services are above and beyond what the NHS alone can provide, touching lives and making a huge difference to millions of people when they are at their most vulnerable.

To read real life stories of the difference NHS charities make, visit the [NHS Charities Together website](#) and the [NHS Big Tea website](#). The NHS Big Tea is our nationwide campaign to celebrate the NHS's birthday.

## The Association of NHS Charities & NHS Charities Together

Founded in 2000, the Association of NHS Charities started as an informal group of the largest NHS Charities which came together to provide mutual support and a forum for discussion. Since then we have changed our name to NHS Charities Together (to better reflect what we do and who we support) and grown steadily, welcoming charities both large and small from across England and Wales, as well as Scotland and Northern Ireland. Today NHS Charities Together represents over 240 charities. The organisation was formally constituted in 2008 and successfully applied to the Charity Commission to become a registered charity. In 2019 we incorporated to be a charitable company limited by guarantee.

NHS Charities Together provides a forum for nationwide fundraising and advocacy campaigns, provides advice and guidance to its members, bespoke conferences and training days covering issues and development opportunities for NHS Charities, as well as access to online resources and support through exclusive member pages on the website. In 2018, the 70th year of the NHS, NHS Charities Together launched a brand-new vision and strategy for the next 5 years, outlining the next exciting phase for NHS Charities.



### **Anupurba's Rehab**

*Thanks to an NHS charity, young children like Anupurba who wear prosthesis can benefit from a specially designed therapeutic playground to help their rehabilitation through play*

## Vision, Mission and values

NHS Charities Together's Vision is to:

*'Inspire NHS Charities to become the Nation's biggest independent supporters of Health and Well-being'*

Our Mission is: That we will support the development of NHS charity members to enable them to:

- become high functioning charities
- add great value to their associated NHS Trust(s), its patients and staff as well as their wider communities
- be recognised by their Trust as a major strategic partner

Our Values are:

To strive to be an organisation that:

- Is **accessible** to all charities in the sector, corporate and independent
- Is **proactive** in all its activities

- Believes in **working together** with members and creating networking opportunities for all
- Always seeks to **promote** best practice, including the unique status and governance of NHS charities
- Is **reflective** and learns from its experiences

#### Strategic Objectives:

1. We will be the number one source of support and development for NHS charities, promoting charity best practice, fostering mutual support and discussing matters of mutual interest
2. We will be the authoritative voice for NHS charities to represent members' views to key stakeholders and where possible to collaborate with them in pursuit of our vision
3. We will promote the profile of NHS charities nationally
4. We will ensure NHS Charities Together is a financially sustainable organisation that develops its staff, ensuring it has the right skills and resources to achieve its 5-year strategy
5. We will demonstrate the impact of NHS Charities Together and of our members



#### **Memories for Olive**

*850,000 people in the UK have dementia. For patients with dementia a stay in hospital can be upsetting for them and their families, but thanks to a memory box scheme funded by an NHS charity, patients like Olive find comfort and familiarity.*

#### **Our Future**

This is an exciting time to join NHS Charities Together. Our strategy informed the business plan for the significant growth and development of services. These include the strengthening of our events programme to offer further learning and development opportunities for members; increased mutual support through regional groups and virtual support forums, to expand advice and guidance through expert member panels or technical specialists. Plans also include the establishment and advancement of a brand new digital resources programme.

Another significant advancement for NHS Charities Together is its leading role in NHS Charity nationwide campaigns for our members. Following the success of NHS70 in 2018, celebrating the 70<sup>th</sup> birthday of the NHS, our aim is to establish the NHS' birthday – 5th July – as a national day for NHS Charities. This will become a recognised point in the year for the nation to support the NHS through its charities. We will further establish 'The Big Tea' as annual fundraising activities to continue to raise the profile and income of our fantastic member charities.

## **Grants Administrator**

<b>Reporting to:</b>	<b>Grants Manager</b>
<b>Hours:</b>	<b>Full Time</b>
<b>Key Relationships:</b>	<b>NHS Charities Together Staff Team, Members, Grants Sub-Group. Other key stakeholder organisations as required.</b>
<b>Location:</b>	<b>Flexible: either at our central office in Warwick or working from home. In normal work conditions, the post holder will be expected to have regular travel to the Warwick office.</b>
<b>Reward Package:</b>	<b>£20k - 22k (plus 10% pension contributions, 28 days annual leave)</b>

## **OVERALL PURPOSE**

This role will support the Grants team at NHS Charities Together (NHS CT) with grant administration. The postholder will work with the Head of Grants & the Grants team to support the delivery of the grants programme. An important aspect of this role is to provide clerical support to the Grants team and the associated review panels. The postholder will act as secretary to the GAARP and Stage 3 review panel preparing agendas (in conjunction with the Chair and Head of Grants or Grants Manager) and preparing the minutes of the meetings. They will support the Grants Manager to prepare papers for grant reviews by tracking grant applications, following up queries with members and chasing returns and submissions e.g. remittance forms. The postholder will help with Grants Communications and responding to or fielding queries from members.

## **KEY RESPONSIBILITIES**

- Work with the Head of Grants, Grant Manager and Grants Officer to prepare resources for grant applicants and papers for the review panels.
- Help to track grant applications, grant decisions and grant awards and communicate these to the team.
- Regularly check that enquiries into the Grants inbox have been responded to or escalated as required. Keep track of new enquiries and responses made by the team.
- Prepare papers for the Grant review meetings and provide secretarial support to the Grant panels.
- Provide secretarial support to the Grants team and the GAARP.
- Administer the Grants Management System, ensuring information is relevant, up to date and consistent.

- Adhere to relevant legislation, best practice, policies and processes including; but not limited to, charity law, the fundraising regulator, GDPR and professional codes and standards.
- This is not meant to be an exhaustive list of duties. The need for flexibility is required. We are a small team and the post holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

## KEY RELATIONSHIPS

- The Grants Team (Director of Operations, Head of Grants and Grants Manager) and the wider staff team in support of the overall objectives of NHS Charities Together.
- Liaison with 240 + member charities and their staff teams.

## Person Specification

	ESSENTIAL	DESIRABLE
<b>Qualifications/Education:</b>		
5 x GCSEs at Level C or above (Including English & Maths)	✓	
Educated to degree level or equivalent		✓
Qualification in Grants administration or Secretarial services		✓
<b>Knowledge, Skills &amp; Experience:</b>		
Sound knowledge and demonstrable experience of MS office particularly, Word, Excel	✓	
Experience of using a Customer Relationship Management (CRM) system or similar	✓	
Knowledge of grant making and/or grant administration		✓
Experience of grant management software and reporting		✓
An understanding of NHS structures and funding		✓
Knowledge / experience of working within a membership organisation or function		✓
Excellent time management skills and an ability to consistently meet deadlines	✓	
Excellent secretarial skills and minute writing capability	✓	
Excellent interpersonal skills and a track record for collaborative working and building sustainable relationships at all levels	✓	
Excellent written and verbal communication skills. Able to assimilate information clearly and prepare appropriate, clear and concise content.	✓	
Interest in the shared values and culture of organisations supporting the NHS	✓	
Experience of working in a team to support the delivery of team objectives	✓	
Demonstrable commitment to the voluntary sector	✓	
<b>Personal Qualities:</b>		
Articulate, confident communicator	✓	

Collaborative and open approach in dealings across the organisation	✓	
Passionate, driven and committed to delivery	✓	
Well organised and structured with an eye for detail	✓	
Flexible and responsive	✓	
A team player who is also a self-starter and happy to work independently to develop and deliver objectives	✓	

## Equality and Diversity

NHS Charities Together is committed to inclusivity and representing the diversity of the communities we serve. We therefore welcome applications from all backgrounds and all sections of the community. Applicants will be treated fairly throughout the recruitment process and we will ensure there is no unfair discrimination on the basis of race, ethnic origin, disability, gender, religion or belief, age, sexual orientation or any other relevant characteristic.

## How to Apply

The closing date for applications will be 9am on **Wednesday 4<sup>th</sup> November 2020**. **We reserve the right to close the job advert early should we find a suitable candidate.**

Please apply via the Charity Job Website with your CV and a covering letter outlining how you meet the job description and person specification. Please explain your reasons for applying to work in this role at NHS Charities Together. Both the CV and supporting statement should each be no more than 2 sides of A4.

If you have any queries or would like more information in regard to this document please email Ciara Johnston at [ciara@anhsc.org.uk](mailto:ciara@anhsc.org.uk).

**We are looking for someone to start immediately and therefore we will be shortlisting and interviewing candidates as we progress.**

*For detailed information on how we process your personal data, please review our privacy policy on our website <https://www.nhscharitiestogether.co.uk/privacy-policy-2/>*

*In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and / or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.*