

ROLE PROFILE FOR Grant Operations Manager

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

About the department

The Vision and Strategy Team has been established to support the whole Church in its embrace of and engagement with the national Vision and Strategy for the Church for the 2020s, and to support the implementation of the Emerging Church programme. The Vision and Strategy has three strategic priorities: to be a church of missionary disciples, to be younger and more diverse, and to develop a mixed ecology – doing church in varied forms and settings.

The Vision and Strategy team manages one of the largest grant-making programmes in the country, with £100m + of Strategic Mission and Ministry Investment (SMMI) disbursed annually to support the Church's mission and ministry across England, prioritising investment in the most deprived communities. This role sits in the Grants team, part of the Vision and Strategy team with roles focused on grant management, monitoring and evaluation.

The SMMI funding includes the Diocesan Investment Programme (DIP) which provides funding for dioceses to enable the Vision & Strategy to become a reality in parishes and communities. The SMMI funding also includes People and Partnerships Funding, for innovation and scaling partners and networks to help overcome challenges faced by churches across the nation. Finally, Lowest Income Communities Funding sustains and strengthens the Church's mission with low income and deprived communities.

The Grants team is also responsible for managing a £300m+ portfolio of existing grants from previous funding streams with similar purposes.

Key relationships are with the other sub-teams in the Vision & Strategy team, i.e. the Diocesan Support Team, Churches and Networks Team, and the Insights and Engagement Team, and with Finance; Ministry Development; Diocesan, network and para-church leaders, and their teams. The team supports the Strategic Mission and Ministry Investment Board which is responsible, on behalf of the Archbishops' Council, for distributing and monitoring grant funding.

What you'll be doing

The purpose of this role is to put in place and deliver excellent systems and support for grant management. This role has a particular focus on the People and Partnerships funding stream. The postholder will support the assessment and, where needed, development of funding proposals and will develop high quality reporting for key governance bodies. The postholder will support the Grants team's involvement in reviews of funded programmes, reporting on progress and will participate in learning visits to programmes. The postholder will support effective communications about the portfolio of funded work to key stakeholders within the national Church institutions and externally.

Whilst this role is not primarily a front-facing role (the Diocesan Support Team and the Churches and Networks Team are responsible for working directly with dioceses and non-diocesan partners), the post-holder will have the opportunity to manage between 2-4 Innovation Funding awards.

MAIN DUTIES AND RESPONSIBILITIES

Grant Operations Management

- Support the Vision and Strategy grant management function across all funding streams as required but with a particular focus on People and Partnerships Funding (PPF).
- Support organisational assessments/due diligence checks on partners that are submitting proposals for PPF.
- Attend and provide input to proposal development review meetings with potential PPF partners and Churches and Networks team colleagues.
- Assess and make recommendations on PPF proposals, including financial plans and budgets and assessment of how a proposal will expand a partner's existing capacity.
- Arrange and advise the staff review panel which formulates recommendations on PPF proposals to the Strategic Mission and Ministry Investment Board.
- Help devise, implement and manage policies and processes to support the smooth operation of the PPF programme and of other funding programmes as required.

- Support the grant operations management of the portfolio of PPF programmes, including preparing award letters and funding agreements and assessing and making recommendations on PPF change requests.
- With colleagues in the Churches and Networks team, attend PPF programme award induction meetings and annual review meetings to provide input and support on the grants management system, finance and grants claims.
- Attend regular meetings with colleagues in the Churches and Networks team to monitor the pipeline of PPF proposals and identify any management issues relating to the PPF portfolio.
- Monitor the overall progress of the Innovation Funding portfolio (awarded 2021-22), liaising with lead contacts in the Vision & Strategy team to ensure annual/mid-term reviews are carried out, and acting as lead contact for a small number of Innovation Funding projects.
- Contribute to the implementation and ongoing management and use of a grants management system (the first time such a system has been used in the NCIs) which will be put in place in early 2026.
- Contribute to the development of best practice grant management processes across the NCIs, particularly in areas relating to organisational assessment and financial sustainability

Finance Process Management

- Working closely with finance colleagues, assist with monitoring budgets and cash flow, including analysing how the funds are spent and the overall grant scheme budgets.
- Oversee and support the grants claims processes, including timely and accurate processing of grant payment claims (aiming to spend c. half a day a fortnight on these, with more as needed during busy times) working closely with the staff member who has primary responsibility for processing claims.

Grant Governance support

- Deliver excellent governance support including preparing papers for the Strategic Mission and Ministry Investment Board on PPF applications and on DIP applications as required, and reporting to the Board on the use and overall progress of the PPF and of other funding streams.
- Support the creation of regular updates including financial and scorecard data for the Strategic Mission and Ministry Investment Board.
- Report as required to the Church Commissioners' Board of Governors and the Archbishops' Council on the use of the funding.
- Co-ordinate and attend programme visits for trustees and staff as required.
- Support the arrangement of and attend General Synod fringe meetings about the Strategic Mission and Ministry Investment Board's work, as required.
- Prepare short report annually to the Church Commissioners' Board of Governors on the use of the City Church Fund (The City Church Fund is managed by the Trust for London: part of the Fund is distributed by the Church Commissioners and part of it is distributed to 6 dioceses by the Trust for London).

Your job description is intended to reflect your main tasks and areas of work, but is not exhaustive. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of

your post. You will be consulted about any changes to your job description before these are implemented.

About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential

Knowledge/Experience

- Substantial hands-on experience in supporting the management of a large and high-profile grant-making programme or funding process, including implementing and maintaining effective grant management policies and processes within a grant management system.
- Monitoring and tracking substantial budgets, including the use of spreadsheets.
- Experience of building excellent relationships and communicating effectively with staff and external stakeholders at all levels (including those at a senior level), demonstrating emotional intelligence, tact and persuasive ability.
- Experience of reporting within a governance process to trustees and senior stakeholders, including drafting and presenting reports and financial reporting.
- Experience of supporting organisational assessment/due diligence and of building the capacity of funding partners.
- Educated to degree level (or equivalent) or relevant experience.
- Strong numeracy and literacy skills.
- Highly computer literate with a comprehensive working knowledge of Microsoft Office, in particular creating and formatting spreadsheets.
- Knowledge of good practice in grants management processes and techniques.

Skills & Abilities:

- Ability to demonstrate excellent oral and written communication skills.
- Evidence of report writing and summarising information accurately and concisely.
- Excellent planning and organisation skills with proven ability to prioritise, manage time effectively (including meeting tight deadlines) and use initiative as appropriate.
- Accuracy and attention to detail.
- Highly proactive, demonstrating resourcefulness and energy.
- Discreet and reliable in observing confidentiality.
- Friendly, co-operative and diplomatic manner, with the ability to work well both on your own initiative and as part of a team.
- Understanding of the Christian faith and supportive of the Church of England's focus on growth.
- Desire and commitment to learn and develop in the role.

Desirable

- Knowledge, understanding and strong interest in resourcing mission and growth across the Church of England.

- Understanding of techniques for the evaluation of the impact of funding.
- Experience of supporting grantees with financial sustainability planning
- Managing funding processes to support innovation and learning.
- Experience of Amp Impact, a Salesforce based grant management platform.

Circumstances

- There is a requirement to undertake visits to other sites across England and a need for flexibility to work outside office hours as required.

Vacancy Summary

JOB TITLE:	Grant Operations Manager
NCI ENTITY:	Archbishops' Council
DEPARTMENT:	Vision & Strategy
GRADE:	Band 4 Standard Point
SALARY:	£48,557
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	1 day a week in Church House, Westminster
IS HOMEWORKING A REQUIREMENT FOR THE ROLE?:	Yes ☐ No ☒
IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?:	Yes ☒ No ☐
CONTRACT TYPE:	Permanent
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	☐ Select level of DBS Check required
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	☐
ORACLE POSITION CODE:	8017379
COST CODE:	22510
PARENT POSITION:	Grant Operations Manager (Strategy and Governance)