

## ROLE PROFILE FOR GRANT MANAGER, RACIAL JUSTICE UNIT

### 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 **Church of England** has recently agreed a significant increase in funding to support God's mission and ministry across the country, supporting dioceses and local parishes, growing new worshipping communities, and delivering grant-making programmes against several thematic areas. The **Racial Justice Unit** was established in 2023 to support the whole church in its embrace of, and engagement with, the principles in the report **From Lament to Action (FLTA)**, which sets out the Church of England's mandate for cultural and structural change on issues of racial justice within the Church.

**The Racial Justice Unit** is responsible for implementing the **FLTA** mandate and manages the distribution of a £20 million budget to support this work which includes a significant and growing portfolio of grants to dioceses, churches, and faith-based networks.

This role will support the grant-giving work of the **Racial Justice Unit (RJU)**.

## What you'll be doing

This is an exciting time to join the Racial Justice Unit (RJU). Established in 2023, the RJU is starting early work to capture grant impact data from the first cohort of grantees whilst continuing to develop an exciting and varied portfolio of grants to dioceses, parishes, and grassroots organisations and networks across the country.

The Racial Justice Unit Grants Manager will manage the RJU's day-to-day grants operations and play a vital role in the assessment of proposals; pipeline and caseload management; monitoring and evaluation; grantee and stakeholder engagement, and continuous improvement support.

The post holder will hold key relationships with the RJU Director and the RJU Grants Administrator. They will report directly to the RJU Director and hold line management responsibility for the RJU Grants Administrator.

They will also work closely with our Central Services teams, in particular with the Finance Team, to liaise on grant payments and budget forecasting, as well as with the Project Management Office (PMO) to ensure alignment with NCI-wide grant making processes and policies. The post holder will report along a dotted line to the PMO Grant Manager.

## MAIN DUTIES AND RESPONSIBILITIES

### Grant Operations

- Implement, manage, and maintain processes to enable the smooth operation of the funding programme, including putting in place tracking systems that give clear oversight of the application pipeline and live-grants caseload.
- Support the **RJU Director** in managing the RJU budget. This includes forecasting and budget planning by providing regular updates on pipeline and live budget spend status and working closely with Finance Business Partners to ensure accuracy of financial information.
- Manage the award-making process, including the preparation of award letters, funding agreements, payment release, and monitoring schedules, ensuring paperwork is accurate and processed promptly.
- Oversee the preparation of documents to support with grant governance and reporting as advised by the **RJU Director**. This will include the preparation of papers and dashboards for the Racial Justice Approval Panel, the Archbishops' Commission for Racial Justice and the Archbishops' Council.

- Review and implement improvements, as required, in the document system to maintain clear RJU audit trails around grant award and variation decisions.
- Maintain a schedule of integrity checks across grants records to confirm grant compliance, clarity, and completeness of information, escalating any issues or risks to the **RJU Director** and/or **PMO Grant Manager**.
- Taking forward recommendations for improvements to operational, internal controls, or due diligence processes.
- Build positive relationships with a network of cross-departmental contacts in Finance, Legal, and the Project Management Office, responding to requests for any information and ensuring RJU grant operations and administration are aligned with NCI-wide policies and procedures.
- Support the integration of RJU funding programme onto a new grants database. There are plans to underway to transition grant-making at the NCIs onto a new grant management system. The **RJU Grant Manager** will play a key role in assisting with smooth transition of Racial Justice grants and processes onto the new grant platform.
- Review grant filing systems, overseeing any improvements where required.

### **RJU pipeline and live grants**

- Ownership of case management of applications entering the RJU pipeline. This will include the review of all applications for coherence, completion, delivery plans, integrity of the budget and initial due diligence, and the preparation of summary assessments / recommendation for the RJU executive team.
- Ownership of case management of live RJU grants. The post-holder will be the key point of contact for any complex enquiries escalated by the **RJU Grant Administrator** or by other members of the RJU team. In collaboration with the RJU executive team, the post-holder will review grant monitoring and any grant variation requests.
- Work closely with the RJU executive team to evaluate grant programme impact, identify, and disseminate any learning relating to the funding programme.
- Oversight of funding programme guidance ensuring guidance is updated, accessible, and clearly communicated to potential applicants.
- Provide pro-active and professional support to grant holders and applicants through the application and grant life cycle using a relational style that encourages listening, open discussion about grant successes and challenges, and clarity about RJU grant decisions and requirements.
- Provide pro-active and professional support to grant holders to develop effective monitoring frameworks to ensure impact can be measured.

## Line Management and stakeholder engagement

- Flexible and confident line manager to Grant Administrator, who models the Church of England's corporate values, and regularly works with the Grants Administrator to identify, and develop their strengths, and identify training and development needs.
- Hold relationships with a range of stakeholders inside and outside of the NCIs to support strong and impactful delivery of the RJUs grant-making goals.

## 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 the management of a large or high-profile grant-making programme or funding process and maintaining effective grant management policies and processes.
- Experience in understanding principles of, monitoring and tracking budgets.
- Experience of building successful stakeholder and grantee relationships and in communicating with internal and external stakeholders at all levels.
- Experience of supporting and leading, within a governance process, including drafting and presenting reports to senior stakeholders
- Experience in leading or managing grant impact evaluation processes and in sharing learning with stakeholders using a variety of formats such as written reports, formal presentations, briefings, and digital information sharing events.
- Experience in reviewing financial statements, annual reports, accounts, and budgets as part of the grant assessment and monitoring process.
- Substantial experience in the assessment of grant proposals and in writing recommendation and summary papers for approval committees and senior decision makers.
- Experience in supporting organisations of varying size, complexity, and capability through a grant application process, as well as through the end-to-end management of their grants through the full lifecycle.
- Evidence of report writing, working with datasets, and summarising financial information accurately, concisely, and clearly.

#### *Skills & Abilities:*

- Strong spoken and written communication skills.
- Excellent planning and organisation skills, with proven ability to prioritise, manage time effectively and use initiative as appropriate.
- Strong numeracy and literacy skills including the ability to review budgets and financial information.

- Highly computer literate with a comprehensive working knowledge of Microsoft Office, in particular Microsoft Excel.
- Emotional intelligence, tact, and persuasive ability.
- Highly developed analytical, reasoning, and problem-solving skills. with strong judgement to ensure full oversight is given to all applications submitted to the RJU.
- Excellent attention to detail
- Ability to build relationships, trust, and credibility with a wide range of diverse stakeholders.
- Ability to work at pace, remain calm and confident under pressure, and have a positive influence on others at times of change.
- Ability to work with multi-disciplinary teams in a complex environment.

### **Desirable**

- An understanding of the Christian faith and the structures and workings of the Church of England.
- Experience working on programmes or projects with a primary focus on racial justice or equity, diversity, and inclusion.
- Experience working on a grant programme through a period of organisational change.
- Experience in using a grants CRM platform or database.
- Prior experience as a line manager.

## Vacancy Summary

<b>JOB TITLE:</b>	<b>Racial Justice Unit Grant Manager</b>
<b>NCI ENTITY:</b>	Archbishops' Council
<b>DEPARTMENT:</b>	Racial Justice Unit
<b>GRADE:</b>	Band 4      Standard Point
<b>SALARY:</b>	£48,557 per annum
<b>WORKING HOURS:</b>	35
<b>PRIMARY OFFICE LOCATION:</b>	Church House, Great Smith Street, London SW1P 3AZ
<b>HYBRID WORK ARRANGEMENTS:</b>	2-3 days per week in the office
<b>SUITABLE FOR FULL HOMEWORKING:</b>	<input type="checkbox"/>
<b>HOMEWORKING REQUIRED:</b>	<input type="checkbox"/>
<b>CONTRACT TYPE:</b>	Fixed-Term
<b>IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL</b>	<input type="checkbox"/> Select level of DBS Check required
<b>IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?</b>	<input type="checkbox"/>
<b>ORACLE POSITION CODE:</b>	8103341
<b>COST CODE:</b>	22520
<b>PARENT POSITION:</b>	Director Racial Justice Unit