

JOB TITLE: Grants Manager

REPORTS TO: Senior Grants Manager

ACCOUNTABLE TO: Director of Research

JOB PURPOSE

The Grants Manager will play a key role in the delivery of the Vivensa Foundation's grant-making activities, managing a portfolio of grant applications and awards, supporting high-quality service to applicants and award-holders and contributing to robust, fair and transparent funding processes.

Working under the day-to-day supervision of the Senior Grants Manager, you will lead the operational delivery of funding activities within agreed frameworks, manage applications and peer review processes, monitor funded awards, support organisational learning and maintain strong relationships with applicants, award-holders and other partners.

As a key point of contact for our funding programmes, you will contribute to maintaining and strengthening our reputation for supportive grant-making.

MAIN DUTIES AND RESPONSIBILITIES

Grant-making and relationship management

- Develop and implement funding rounds in accordance with the planned priorities outlined in our current strategic framework.
- Act as a primary point of contact for enquiries by telephone and email from grant applicants and award-holders.
- Provide guidance to potential applicants regarding the eligibility of their organisation or funding proposal, and provide first-line troubleshooting assistance with our Grants Management System.
- Assess applications for funding against set eligibility criteria, including interpreting budgets, in order to provide guidance to the relevant decision-making panel to consider.
- Manage the peer and/or panel review process, including providing constructive and relevant feedback to applicants, for research applications within the allocated caseload for the post.
- Produce and present reports for grant decision-making panels. Act on feedback and requests for additional information from the panel to inform decision-making.
- Conduct regular meetings with award-holders to monitor progress and to build a detailed

knowledge of the work that we support.

- Review and process financial claims for grants in your portfolio for authorisation by the Director of Research.
- Maintain ongoing relationships with award-holders, keeping track of reporting deadlines and working with them to communicate and promote their successes.
- Monitor the progress of grant awards, making recommendations for reporting of outcomes and impact and appropriate communication of these. Allocate funds for open access and conference fees in accordance with our policies.

Administration

- Support the production and analysis of data from our Grants Management System and other sources to support learning processes and provide management information.
- Enter and manage data on our Grants Management System in accordance with our policies and procedures.
- Monitor the performance of our Grants Management System, raising any issues to be addressed with the supplier in a timely fashion.
- Ensure that the information provided on our website about our funding schemes is accurate and up-to-date.
- Ensure timely and accurate submission of data to Europe PubMed Central, the Association of Medical Research Charities, Dimensions and other organisations when needed.
- Assist the wider Grants Team with all aspects of administration relating to meetings of the Research Grants Committee, as well as other panels and the Board of Trustees when needed. This may include deputising for and/or assisting other Managers in organising meetings (including the timely provision of agendas, papers and accurate and concise minutes).
- Consistent with the needs of a small team, undertake other duties as may be reasonably required to ensure the effective and efficient running of the Foundation.

Continuous learning and partnership working

- Proactively identify and support the development of recommendations for improvements to our guidance, communications and processes and procedures, in response to feedback from applicants, award-holders, other partners and developments in the wider grant-giving sector.
- Be responsible for your own personal development, working with the support of the Senior Grants Manager and Director of Research to maximise opportunities to acquire new knowledge and skills.
- Facilitate our capacity building initiatives and events, as well as upholding our responsibilities as a signatory of the Concordat to Support the Career Development of Researchers.
- Work with colleagues to support ongoing and new partnerships and further the Vivensa Foundation's influencing and networking objectives.

KEY RELATIONSHIPS

Owing to the nature of our work, and our small staff team, it is necessary for all employees to liaise with a wide range of people and organisations including, but not limited to:

- Board of Trustees
- Research Grants Committee and any expert panels
- Peer reviewers
- Grant applicants and award-holders
- Accountants and auditors
- University research offices and finance teams
- Community organisations
- NHS organisations
- Professional bodies and membership organisations (e.g. Association of Medical Research Charities, British Geriatrics Society)
- Other funders (e.g. charitable trusts and foundations, UK Research and Innovation, National Institute for Health and Care Research)
- External suppliers and platform providers relevant to our activities

PERSON SPECIFICATION

Qualifications and Experience

Essential

- A degree (in a discipline relevant to the work of the Vivensa Foundation) that includes a good grounding in research methods and data analysis.
- A minimum of 2 years' experience of working within a research grant management environment, preferably within a public and/or charitable funder of health and social care research.
- Experience of providing administrative / governance support to formal Boards and Committees.
- Experience of managing structured processes involving deadlines, relationship management and accurate record keeping.

Desirable

- A higher degree (in a discipline relevant to the work of the Vivensa Foundation).
- An interest in research which aims to support people in the UK to age well and improve the lives of older people.

Abilities, skills and knowledge

Essential

- Strong planning and time management skills, with the ability to prioritise and coordinate multiple projects of significant scope and complexity.
- Ability to interpret guidance, budgets and complex information and communicate conclusions clearly and accurately.
- Ability to work on own initiative whilst at the same time being able to demonstrate experience and aptitude for team working.
- Well-developed interpersonal skills that enable the building and development of productive and professional relationships at all levels.
- Well-developed communication skills (both written and verbal).
- Numerate, with excellent analytical skills.
- IT literate, with a detailed knowledge of Microsoft Office and demonstrated ability to become speedily familiar with the range of software in use at the Foundation (e.g. grants management, surveys, AI tools and communications software).
- Knowledge and understanding of the research funding landscape, research governance and peer review.

Desirable

- Knowledge and understanding of UK health and care services and/or academic health and care research and/or charities.

- Familiarity with any of the following: WordPress, Fluent Technology's Flexigrant grants management system, Digital Science's Dimensions, ORCID, Europe PubMed Central and MailerLite.
- Proficiency in data analysis.

Personal characteristics and behaviours

- Demonstrable commitment to the charitable objects and strategic aims of the Vivensa Foundation.
- Demonstrable flexibility in approach to work and working in a small team. "Can-do" approach and willingness to cover for colleagues as and when required.
- Commitment to equity, diversity and inclusion.
- Strong commitment to continuous learning, personal growth, and intellectual curiosity.
- Proactivity, accuracy and attention to detail.
- Reliability and trustworthiness.
- Ability to use tact and discretion.
- Right to live and work in the UK.