



**Southampton
Hospitals Charity**

Grants Manager

Recruitment pack



Welcome

Thank you for your interest in the role of Grants Manager, it comes at an exciting time in the Charity's existence, and I am delighted that you may be considering making an application.

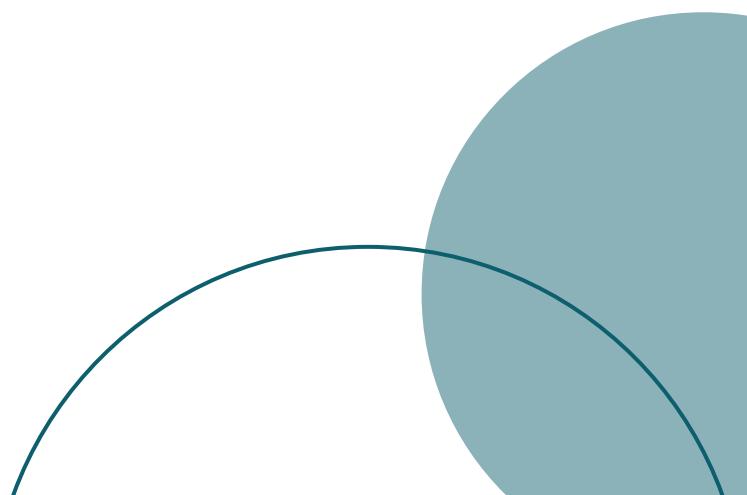
As a Charity, we raise funds to support our grant-making programmes which have the primary purpose of improving the care and experience patients receive when using the hospitals and services run by UHS.

Our grants programme is now established, and delivering grants and projects across patient benefit, innovation and research programmes. We are looking for someone who has the knowledge, passion and commitment to continue to drive our programmes forward, growing them to deliver bigger impact to our beneficiaries.

On the 1st of April, the Charity launched its new 3-year strategy, setting out our vision for how we will grow our reach and impact and continue to deliver improvements to the care our local community receives – our grant programmes are key to this.

We are on a new and exciting journey and if you think you have the passion, the experience, and the skills to help us on our way, we would be delighted to hear from you.

Beth Hall
Director of Operations & Resources



About the Charity

Who we are

Southampton Hospitals Charity works to improve the care and services provided by University Hospital Southampton NHS Foundation Trust. We make grants to support with improving patient care, clinical outcomes, the hospital environment, and pioneering research.

Our incredible supporters enable us to make a difference to thousands of patients every year. Our mission is to raise funds to support world class healthcare at University Hospital Southampton NHS Foundation Trust, and we work to ensure that donations have a real impact for patients, staff, and families.

Our vision

Our vision is for Southampton to be a city of good health, enabled by outstanding medical care and innovative world-leading research.

Our mission

Our mission is to deliver grant programmes that are instrumental in driving outstanding clinical care and outcomes for patients accessing hospital and community services.

Our intention

To Think Big

We will make a significant difference to patients and their families.

To Think Local

We will become Southampton's health charity of choice.

To Think SHC

We will be a best-in-class NHS charity, delivering for supporters.

Our work so far

Modernising patient and family environments

Some of our most impactful work involves refurbishing and creating dedicated patient and family spaces across the hospital. These projects help create modern, comfortable, and welcoming wards, clinical spaces, waiting areas, and relatives' rooms.



Supporting patients in and out of hospital

We are committed to supporting holistic patient care, including patient wellbeing and prevention and early intervention initiatives that promote long-term health and independence.



Research and innovation

From research into new treatments for children with cancer, to exploring the connection between diabetes and liver disease, and investigating how artificial intelligence can support better diagnosis and treatment of patients, we are committed to supporting groundbreaking research and innovation, helping to develop new ways of working and better treatments for patients.



Job and role description

Job title: Grants Manager

Reports to: Director of Operations & Resources

Role purpose

We are excited to be seeking a talented and motivated individual to join Southampton Hospitals Charity as our Grants Manager. This role will provide the right candidate with a rare opportunity to implement, embed and oversee the delivery of the Charity's £2.5 million dedicated grant programmes from pre to post award.

Covering four programmes (Patient Care, Research & Development, Clinical Innovation and Staff Education & Improvement), the post holder will be responsible for managing circa £2.5M of expenditure each year, ensuring they deliver impact for patients, staff and donors.

This is a unique opportunity to work within the hospital environment where the projects we fund are delivered. Supporting clinical staff to access funding to directly improve patient care. You will be vital in cultivating these in-hospital relationships.

This role will be key, as continue our ambitious new strategy to grow our reach and impact, and this opportunity offers the right candidate the chance to implement new ways of working as part of the management team.

We are looking for a passionate individual with the drive to deliver this programme of work, but most important they will believe in the Charity's mission and ensure that every aspect of our work supports its delivery.



Main responsibilities

Grant management and compliance

- Oversee the delivery of the charity's dedicated grant programmes from pre to post award: Patient Care, Research & Development, Clinical Innovation and Staff Education & Improvement. The post holder will be responsible for circa £2.5M expenditure per annum ensuring they deliver impact for patients, staff and donors (grant values typically range from £2K to <£0.5M).
- Oversee the management of the charity's current grant portfolio; ensuring grants are delivered on time and in accordance with internal processes.
- Ensure compliance with financial obligations (inc. payments, reconciliations and audits) and regulatory obligations (inc. data management, grant award contracts, procurement).
- Ensure grant making processes reflects and champion current best practice.
- Develop and implement a Grants Advisory Committee.

Relationship and stakeholder management

- Build relationships with key stakeholders within University Hospital Southampton NHS Trust (UHS), including senior health professionals, executive team members, partners and beneficiaries.
- Work to embed the grants programmes within the hospital environment and work with UHS staff to support them in access funding through working within the hospital and regular visits to clinical areas.
- Act as primary liaison for the Charity's grant making responsibilities, ensuring alignment with charitable objectives and 2024-2027 strategic mission
- Provide support to Director of Operations and Resources and the Senior Leadership Team, fostering a collaborative approach to grant programme delivery in tandem with fundraising, communication and art programme goals.
- Represent the organisation at meetings, attending hospital site visits, events and other external facing activities as required.
- Implement hybrid applicant and grantee support functions (e.g. webinars, Q&A events, promotional events, annual learning events).

Strategic planning and funding prioritisation

- Lead the development of the Charity's grant-making function, working with internal and external stakeholders in identifying key funding priorities that align with the Charity's mission and future goals.

- Develop strategies for allocating resources effectively and the ongoing review of grant programmes (aiming for continual improvement).
- Develop strategies for working in partnership with UHS for joint decision making, the effective management of capital awards and high value grant requests.
- Identify new grant opportunities and potential partnerships to diversify funding streams.
- Maximise grant impact by contributing to the business planning process.

Evaluation, reporting and impact

- Oversee processes for effective grant monitoring, reporting and analysis of grants portfolio.
- Develop and implement an evaluation framework for the charity's grants programme, ensuring this is embedded and linked to organisation wide reporting mechanisms and measurable outcomes are achieved.
- Use data and insights to inform the continuous improvement of grant-making practices and programme development.
- Utilise information captured to promote grant programmes and support Fundraising and Communications Directorate.
- Support the Grants and Impact Officer.

General

- Support the line management and continuing professional development of the grants team.
- Ensure content and material is in line with Directorate of Fundraising and Communications for marketing, publications, website and social media responsibilities.
- Support the wider work of the organisation, contributing to all staff events/meetings as required.
- Support the Director of Operations and Resources in the preparation of necessary Trustee reports, annual reports and impact reports.
- Support EDI journey.

This is not an exhaustive list of duties. The need for flexibility is required

Person specification

Knowledge and experience

- Substantial experience in grants management, within a relevant not-for-profit setting (e.g. healthcare charity). Post holder must be proficient with pre and post award responsibilities including assessment.
- Demonstrable track record of contributing to organisational strategy.
- Demonstrable track record of utilising grants management systems.
- Demonstrable track record of budget management.
- Proven ability in managing impact measurement of charitable programmes.
- Proven ability in Committee Management.

Skills, abilities and behaviours

- Strong attention to detail.
- Financially proficient.
- IT proficient.
- Excellent problem solver.
- Excellent communication skills with the ability to build relationships with a wide range of stakeholders.
- Strong strategic thinking with excellent leadership skills and experience in managing and developing others.
- A passion for the Charity's mission and a commitment to delivering high-impact programmes that enhances patient care.

Terms of appointment and how to apply

Reports to: Director of Operations and Resources

Salary: £40,000-£45,000

Hours: 37.5 hours per week

Contract: Permanent

Pattern of work

We offer hybrid working to provide flexibility for our staff. As part of this approach, the required time working in the office for this role will be dependent on contractual hours. For this role 3 days would be required in the office.

Place of work

Southampton General Hospital and our new Head Office in Ocean Village, Southampton.

Benefits of working here

- Between 5% and 10% matched pension contribution.
- 27 days paid annual leave (plus bank holidays), pro-rata according to contracted hours.
- Generous enhanced maternity, paternity, and adoption leave schemes, alongside statutory entitlements.
- Access to Occupational Health support.
- Employee benefits package via Vivup.

How to apply

For an informal discussion about the role please contact Beth Hall, Director of Operations & Resources via beth.hall@southamptonhospitalscharity.org

To apply, please send the following to Alex West, Business Manager via recruitment@southamptonhospitalscharity.org:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

Closing date: Monday 2 February

Interviews: w/c Monday 9 February



Southampton Hospitals Charity is a charitable company limited by guarantee, registered in England and Wales (Company No: 15421829, Charity No: 1206909).

**Registered Address: Southampton Hospitals Charity,
Mailpoint 135, Southampton General Hospital,
Southampton, SO16 6YD**