

Sheffield  
Hospitals  
Charity

# Grants Manager

**Job Description**

September 2024

# We are Sheffield Hospitals Charity

We help Sheffield's hospitals, community teams and health and social care services to cover costs their NHS budgets can't. We fund support for patients and staff, life-changing research and more, so that we can enhance care from **birth to the end of life and everything in between.**

We provide additional funding to **Sheffield Teaching Hospitals NHS Foundation Trust** and **Sheffield Health and Social Care NHS Foundation Trust** who support people at every stage on life's journey. From welcoming babies into the world on the **Jessop Wing**, to supporting cancer care at **Weston Park**, and specialist care at the **Royal Hallamshire, Charles Clifford** and the **Northern General**.

**Somewhere along the line, our funding is likely to have helped you or someone you love.**

As well as funding provisions for patients, our grants also contribute to training, equipment and wellbeing projects for NHS professionals.

By looking after the staff and services at the centre of patient care, we're making sure they're ready to look after you.

The work we fund is only possible through generous donations, fundraising events, corporate support and a coming together of our community. With your help, we'll make sure that the care you and your loved ones receive is the best it can be.

Further information:

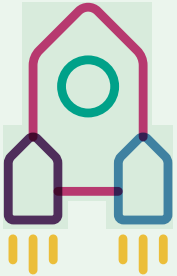
[Sheffield Hospitals Charity Strategy 2024-27](#) and [Impact Report 2023/24](#).

# Our values



## We're the best together

We work collaboratively with our beneficiary Trusts and other organisations to have the greatest impact for the people of Sheffield. We help our supporters and volunteers to give back to the NHS in ways that suit them. We employ talented people and encourage each other to be the best we can be.



## We go the extra mile

Whether you're a patient, NHS staff, supporter or employee, we strive to make people feel uplifted. Our funding is always above and beyond what the NHS can provide, and we ask: how can we fund the best outcomes in this area? We go the extra mile for each other, our beneficiaries and our supporters, and ask: how can we help? As a team, we celebrate our successes and work hard to improve and innovate.



## We look to the future

We help build a brighter future for the NHS in Sheffield. When funding, we ask: how will this help our Trusts now and in the future? As a charity, we aim to be financially and environmentally sustainable. When investing in our charity, we ask: does this help build a sustainable organisation and a happy, productive team?

# About our grant making



Sheffield Hospitals Charity gives in the region of £2.5m/pa through grants. By the end of 2027, we aim to be giving in the region of £4m/pa.

Historically, we have made grants in response to applications which are received on a rolling basis from NHS staff across our beneficiary Trusts. The key criteria for funding had been that the projects are charitable.

This process remains in place, but now sits alongside others, which seek to make us more strategic and intentional as a funder. We now have a charity strategy, with four funding priorities. These priorities are based on the needs, opportunities and challenges of our NHS Trusts, the health of the population of Sheffield, and the healthcare specialisms within Sheffield.

We also have introduced funding calls to encourage applications that support our funding priorities.

Importantly, one of our funding priorities is about tackling health inequalities, and we intend to deliver some significant projects over the coming years in this space. The role of Grants Manager is a new role. It aims to give us the capacity to deliver more support for our NHS colleagues to deliver more large grants, and to enable our Grants Director to develop and implement our grant making strategy.

While the role is presented as an 18month contract, our hope is that this time will demonstrate the value of the role on a permanent basis.



**This is an incredibly exciting opportunity, to work with NHS staff from across two NHS Trusts, helping them to develop their ideas into viable grant applications. It is a real privilege to bring change to Sheffield's NHS and you will be at the heart of this. The role can sometimes feel pressurised, as it entails managing multiple projects simultaneously, but it is one of the most rewarding jobs in the sector, which makes it all worth it.**



**Shasta Ashraf, Director of Grants**



# Job description

## Grants Manager

**Responsible to:** Director of Grants

**Direct Reports:** Grants Officer

**Hours:** Part time 22.5 (FTE 37.5), 18 months contract

**Location:** Sheffield Hospitals Charity, Leah's Yard, 20-22 Cambridge St, Sheffield City Centre, Sheffield S1 4HJ. Hybrid and flexible working options available.

**Salary:** £32,000-£42,000 pro rata (top of band achieved through significant skills and experience)

**Key relationships:** CEO, Directors, Managers, Trustees and wider charity staff, Sheffield Teaching Hospitals NHS FT, Sheffield Health and Social Care NHS FT, supporters and volunteers, patients and families, beneficiaries, external agencies and suppliers.

**Equity and diversity:** Sheffield Hospitals Charity is committed to equity and diversity and we positively welcome applications from all backgrounds and sections of the community. Should you require any assistance in applying for the position, please get in touch. If you can do the job and bring a new perspective, we would love to hear from you.

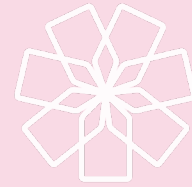


# Purpose of the role

The purpose of the role is to manage the day-to-day delivery of grant funding, including specific grant programmes, to NHS staff and occasionally connected organisations. This includes responsibility for ensuring that Beacon Grant Management system is effectively utilised across the team and supports the development and practical implementation of new funding programmes.

Main duties and responsibilities:

- Build relationships across the NHS and charity team to enable grant projects to progress swiftly with input from all relevant stakeholders.
- Provide a complete grant management service to applicants.
- Manage large grants (value between £5,000 and £500,000).
- Lead on the team's use of an online grant management system (Beacon) and ensure that the new system is fully embedded and utilised as effectively as possible.
- Help develop an Impact Framework, to generate clearer and more compelling impact outcomes across the entire grant's portfolio.
- Provide reports, statistics and financial information demonstrating the impact of grant awards made by SHC.
- Help develop, implement and manage new grant funding programmes.
- Line-manage the Grants Officer.



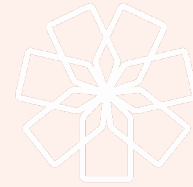
## What you'll be **responsible** for

- **Manage large grants:** The team awards small grants (£5,000 and under) and large grants (over £5,000). You will be responsible for supporting large grants (focusing largely on grants with a value between £5,000-£500,000). Occasionally, you will be assisting on grant applications which exceed £500,000.
- **Providing a complete grant management service to applicants.** This includes working closely with grant applicants to develop ideas, dealing with funding queries, assessing applications, presenting and discussing applications with stakeholders/colleagues, informing applicants of the outcomes, supporting applicants during the grant award, undertaking the necessary administrative duties to activate grants and reviewing interim and final evaluations.
- **Beacon Grant Management System:** the team has recently introduced a grant management system and you will be the team's 'super user' responsible for ensuring it is fully integrated and used with maximum efficiency.
- **Help develop an Impact Framework:** Working closely with the Director of Grants and peers you will help develop a Theory of Change, which we can embed and use effectively to demonstrate the impact of our grant awards.
- **Reporting:** We use Beacon to manage our grant awards, but all finances remain within Access. You will be responsible for ensuring that data, demonstrating the extent of our grant commitments is available to the team, colleagues and Trustees in a format which is easy to understand.
- **The Charity has recently introduced funding calls and we intend to increase the number over time so that we are a more proactive and impact led funder.** You will work closely with the Director of Grants to develop more funding calls and manage the delivery of the same.
- **You will have line management responsibility of junior members of the team,** which currently constitutes one part-time Grants Officer, who is responsible for managing our small grants programme.

# What you'll bring

Experience and knowledge	Essential or Desired	Assessment A/I (Application /Interview)
Working in the VCSE or statutory funding sectors in a management or grant giving role for a minimum of two years; or in a similar grant-giving role, for example within CSR.	E	A,I
Experience and confidence working with databases - ideally a grant management system.	E	A,I
Managing a high value grant programme from inception to conclusion.	E	A,I
Experience of developing impact framework.	D	A,I
Creating financial reports and clear summaries demonstrating the extent of our grant commitments.	E	A,I
A good understanding of the unique challenges of supporting the NHS, gained through working with or alongside the NHS.	D	A,I
Experience of managing complex projects with multiple stakeholders and conflicting priorities	E	A,I





Experience and knowledge	Essential or Desired	Assessment A/I (Application /Interview)
The ability to produce content and systems which are easily accessible to potential grant holders.	E	I
Systematic approach to work, with the ability to plan ahead, manage tasks and meet competing deadlines.	E	I
Excellent administrative, IT and financial skills, including a proficiency utilising Excel.	E	I
Confident communicator (written and verbal), able to liaise comfortable with internal and external stakeholders.	E	I
Team player with a positive, can-do attitude.	E	I



# Employee **benefits**

We want all our team at Sheffield Hospitals Charity to be passionate, professional, friendly, and inclusive. We care about what we do to support our NHS and the work we do together.

We are in the process of reviewing (improving) our benefits package. Right now, Sheffield Hospitals Charity benefits include:

- 25 days annual leave (plus Bank Holidays)
- 5% Pension Contribution
- Westfield Health Cover
- NHS Blue Light Card
- Hybrid and flexible working options available
- Excellent training and development opportunities
- Brand new office at Leah's Yard in the Heart of the City



# How to **apply**

Please send a CV and covering letter describing how you meet the job description and person specification to Bev Johnson: [bev.johnson@shct.nhs.uk](mailto:bev.johnson@shct.nhs.uk)  
Please keep your CV and cover letter to no more than two pages each.

Closing date: 12 noon Monday 23 September 2024

Shortlisting: Tuesday 24 September 2024

Interviews: Tuesday 1 and Wednesday 2 October 2024

## Interview structure

The panel will consist of:

- Shasta Ashraf, Director of Grants
- Beth Crackles, CEO

Interviews will take place at our charity office at the address below.

Interviews will be a single-round interview structure unless further information is needed.

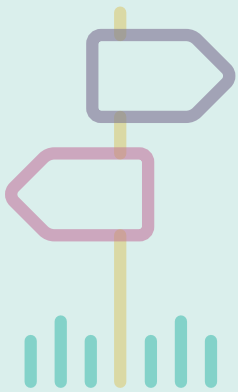
During the interview we'll provide candidates with a scenario related to the role and ask candidates to speak about this for 5 minutes. This will be followed by competency-based questions. Interview question themes will be shared ahead of time.

For an informal chat to find out more about the role, please do not hesitate to schedule some time with our Director of Grants, Shasta Ashraf:

[shasta.ashraf@shct.nhs.uk](mailto:shasta.ashraf@shct.nhs.uk)

N.B This job description summarises the key features of this role, it is not intended to be a detailed description and does not cover all the duties that the job holder may reasonably be expected to fulfil.

## Where to **find us**



Sheffield Hospitals Charity,  
Leah's Yard,  
20 Cambridge Street  
Sheffield  
S1 4HP



[www.sheffieldhospitalscharity.org.uk](http://www.sheffieldhospitalscharity.org.uk)



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SHCFundraising