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| **JOB TITLE:** | | Grants Manager |
| **DEPARTMENT:** | | Programme Office |
| **JOB HOLDER:** | | N/A |
| **REPORTS TO (JOB TITLE):** | | Head of Programme Office |
| **JOB PURPOSE**  The Grants Manager will be a part of the Programme Office and will be responsible for the processing and shortlisting of grant applications, processing payments to successful applicants and developing ongoing relationships with grant holders to manage a portfolio of all live grants by serving as the main point of contact.  The post holder will contribute towards the IOP’s objective of making physics a more inclusive discipline. | | |
| **ORGANISATIONAL STRUCTURE** | | |
| **CONTEXT**  The job holder, along with the rest of the Programme Office (PO) team, will support the Head of  Programme Office to establish and lead an effective PO function for the Institute.  **The job’s context**  The Institute of Physics is a leading scientific membership society working to advance physics for the benefit of all. We have a worldwide membership from enthusiastic amateurs to those at the top of their fields in academia, business, education and government. Our purpose is to gather, inspire, guide, represent and celebrate all who share a passion for physics. And, in our role as a charity, we are here to ensure that physics delivers on its exceptional potential to benefit society.  Alongside professional support for our members, we engage with policymakers and the public to increase awareness and understanding of the value that physics holds for all of us.  Our subsidiary company, IOP Publishing, is a world leader in scientific communications, publishing journals, ebooks, magazines and websites globally.  The Grants Manager will be particularly responsible for managing and processing the **Bell Burnell Graduate Scholarship Fund**. The Fund has been created to specifically provide support to eligible applicants from underrepresented groups who will embark on a physics-based doctoral programme.  The aim of this fund is to contribute to the IOP’s overall objectives of enabling physics to be enjoyed by all with a passion for the discipline. Grants will be awarded to selected applicants to support them for the duration of their doctoral programme and to remove the financial barriers from successful completion of a physics-based doctoral programme. An IOP judging panel, consisting of senior IOP members and fellows, will determine the outcome of each eligible application.  The Grants Manger will have a comprehensive understanding of the eligibility criteria for applications to effectively answer any questions from internal and external stakeholders including prospective applicants. The post holder will also possess a full understanding of the IOP’s grant approval procedure and relevant internal stakeholders to ensure all applications are processed in a fair, ethical and unbiased manner. | | |
| **TASKS & ACCOUNTABILITIES** | | |
| 1 | To manage the fund application process, acknowledging and keeping a record of all submitted applications (and all relevant background information per application) and ensuring that they are processed in a timely manner as agreed with the judging panel | |
| 2 | To ensure the timely payments of all approved applications | |
| 3 | To possess a thorough understanding of the eligibility criteria of the fund and all relevant internal processes (e.g. familiarity with approved description of fund, relevant internal stakeholders, responsibility of grant holders, deadlines etc) | |
| 4 | To serve as main point of contact to deliver advice and guidance to prospective and current grant holders (eligibility, policies and any other Q&A) and to manage relationships with multiple grant applicants/holders | |
| 5 | To manage a portfolio of live grants and to maintain a strong relationship with grant holders to monitor their grant spend for the duration of the grant award | |
| 6 | To possess an up-to-date overview of the fund’s annual budget and spend | |
| 7 | To compile regular evaluation reports on: annual spend, number of applications, the cohorts of applicants and progress of grant holders for a comprehensive evaluation of the fund’s impact on its overall aims and objectives | |
| 8 | To support and input into the promotion/marketing of the Bell Burnell Fund and representing the IOP at external events to generate a target number of grant applications to the fund | |
| 9 | To coordinate meetings with the judging panel, providing background information on applications and taking minutes from the meetings | |
| 10 | To manage and encourage alumni relations and maintain a database of successful applicants in line with the Data Protection Act/GDPR for future engagement | |

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| **SCOPE OF DECISION MAKING / CHALLENGES**   * Ensuring target number of eligible applications annually * Effective collaboration with and monitoring of grant holders to ensure intended spend of award * To convene all members of the judging panel on a set date/s and setting the framework for a fair, transparent and unbiased awarding process * Effective collaboration with internal stakeholders (e.g. legal, finance and marketing teams) to ensure all internal standards and deadlines are met |
| **DIMENSIONS**   * To process an agreed number of grant applications on an annual basis * To manage the annual grants budget * To process an agreed value of grant payments annually (this figure will be evaluated annually) |
| **KNOWLEDGE,**  **Skills**   * Excellent communication skills, both verbal and written to effectively engage prospective grant applicants and current grant holders * Working knowledge of Microsoft Excel with the ability to produce financial documents of grant application and award trends * Strong organisational skills with the ability to multitask and prioritise, processing multiple grant applications and live grants working towards tight deadlines * Proven numeracy skills * Self-motivated, with outstanding interpersonal skills, strong organisational abilities and ability to prioritise workload * Proven administrative skills * Knowledge of CRM programmes e.g. Salesforce would be beneficial   **Experience**   * Experience of working in a process driven environment preferably in a similar grant giving team/organisation * Experience of working in a team and liaising with multiple stakeholders to meet key deadlines * Experience of processing multiple payments of significant sums of money * Experience of developing and managing external relationships * Prior knowledge of the fund’s areas of interest e.g. underrepresented communities, physics, physics education, doctoral studies and the higher education environment |
| **COMPETENCIES**   * Drive for results – Can be counted on to meet or exceed goals successfully * Managing and measuring work – Takes responsibility for tasks and decisions * Customer focus – Is dedicated to meeting the expectations and requirements of internal and external customers / partners * Functional/technical skills - Has the functional and technical knowledge and skills to do the job at a high level of accomplishment * Personal learning - Picks up on the need to change personal, interpersonal, and where applicable managerial behaviour quickly |