

## **JOB DESCRIPTION**

**Job Title:** Grants and Projects Coordinator

**Location:** Lingen Davies Cancer Fund offices at Royal Shrewsbury Hospital. Potential to work from Telford and Newtown offices and homeworking on occasions. The role involves travel across Shropshire, Telford and Wrekin and Mid Wales to visit current and prospective grant recipients as required.

**Hours:** Full time (37.5hours) or 08.FTE (30 hours) per week. Hours will usually be worked between 7.30am and 6pm to meet the needs of the organisation. Flexible working times as well as evening and weekend work will be required.

### **Main Purpose of the Role**

Operational responsibility for our grant making programme, including supporting potential recipients to develop high quality project plans, supporting project launches, and ensuring monitoring and evaluation requirements are met.

Ensuring that our grant spending is spent in a way that makes a genuine impact on the lives of people living with cancer, and their families, in Shropshire, Telford & Wrekin, and Mid Wales.

Proactively seeking partnership opportunities and developing projects that support the strategic aims and objectives of the charity and meet the needs of the local community.

Ensure that our grant-making systems and processes remain accessible, efficient and effective, making improvements and keeping pace with best practice nationally.

### **Key Tasks**

#### **Programme Delivery**

- Work with delivery providers to develop project proposals that support the strategic aims of the charity, based on community needs. Ensure these proposals are written into comprehensive fundings bids to be assessed by the Grants and Projects Committee
- Proactively seek funding bids, ensuring our fundraised income is spent across the whole region and across our range of priorities
- Identify appropriate programme delivery partners in the community, ensuring they are fully qualified, insured and running high quality provision
- Work with partners to promote activities and recruit participants

- Ensure partners are well informed of the wider context of Lingen Davies, and work with them to identify opportunities to engage their participants in our other work, including fundraising
- Support the administration of the Grants and Projects Committee, providing information and writing papers as required
- Draft agreements and contracts with partner organisations
- Ensure monitoring and evaluation of all grants is completed to the required standard. Visiting projects as required, meeting participants and gathering feedback.
- Support the development of Lingen Davies commissioned and/or internally delivered services, in collaboration with colleagues
- Maintain an understanding of best practice in grant making. Ensure that our processes, policies and activities remain accessible, efficient and effective. Working with colleagues to make improvements as needed.
- Develop contacts with relevant stakeholders, including local NHS and government bodies, charities, community groups and other providers
- Liaise regularly with relevant colleagues and partners:
  - to ensure implementation of project activities are on track and to ensure the impact of work is appropriately monitored and reported
  - to ensure projects are appropriately promoted in the community and via potential referral routes
  - to ensure all wellbeing programmes are shown on the Lingen Davies website
  - to ensure feedback from participants is captured and utilised for promotional purposes and to inform future work

### **Responsibilities of all staff**

- Work collaboratively with colleagues from across the charity to share ideas, contacts, and opportunities. Support charity-wide initiatives and activities as required.
- Represent Lingen Davies at external meetings where relevant
- Build and maintain close relationships with colleagues across Lingen Davies, alerting them to potential health promotion and income generation opportunities and working collaboratively on key initiatives, including major events
- Contribute to a positive working environment, including working collaboratively to overcome operational challenges and improving internal systems.
- Be available for and represent the Lingen Davies Cancer Fund at publicity events, cheque presentations, etc. addressing audiences as appropriate and promoting the charity
- Carry out other tasks that are within the scope, spirit and purpose of the role

## **Person specification- Grants and Projects Coordinator**

### **Education**

- Educated to A Level standard or the ability to show equivalent professional experience.

### **Experience, Knowledge and Skills**

- Strong interpersonal, verbal and written communication skills, with the ability and to relate to people at all levels
- Experience of building relationships with internal and external stakeholders
- Experience of planning, executing and evaluating projects, working to agree targets
- Experience of report writing, with a strong eye for detail
- Experience of evaluating the success of projects or programmes of work
- A willingness and ability to work creatively and developmentally with colleagues to understand the needs of the local communities
- Knowledge and understanding of the issues, challenges and opportunities facing local and national health services
- Ability to understand and empathise with the needs of people living with cancer, both clinically and holistically
- Well-developed IT skills including competent use of Microsoft programmes

### **Personal attributes**

- Ability to work without direct supervision, identify priorities using agreed procedures to manage your own workload
- Pragmatic, with good sense of judgement
- Resourceful and adaptable
- Friendly, positive and professional
- A team player, with a willingness to support the overall activities of the charity
- Commitment to ongoing learning and personal development
- Highly motivated to achieve the aims of the project and reduce the impact of cancer on people's lives.
- A genuine desire to make a positive difference to lives affected by cancer in Shropshire, Telford & Wrekin, and Mid Wales
- A willingness to working within the Lingen Davies Values: Ambitious and Committed | Honest and Resourceful | Experienced and Progressive | Friendly and Supportive | Proud to be part of our amazing community

This post involves travel across Lingen Davies' region of Shropshire, Telford & Wrekin and Mid Wales. Therefore, it is essential that the post holder has a full clean driving licence and access to their own vehicle, with insurance for business.

For an informal conversation about this role please contact Naomi Atkin, CEO, on [naomi.atkin@lingendavies.co.uk](mailto:naomi.atkin@lingendavies.co.uk) or 01743 492396.