



Grants Manager

Salary:	£36,000 - £42,000 per annum depending on experience
Duration:	Permanent
Hours of Work:	Full time (35-hour week)
Terms & Conditions:	6 months probationary period 25 days paid holiday per year Pension in line with auto enrolment
Location:	London (Westminster) and remote (hybrid working policy in place)
Reports to:	Director of Church Engagement

Introduction to the National Churches Trust

As an integral part of the UK's heritage, we want to keep the UK's wonderful collection of church buildings well maintained, valued and in use. Working on the ground in all four nations, we support churches of all denominations with the challenges and opportunities they face. Our vision is to see open churches thriving at the heart of their communities.

Our mission:

We Speak Up: churches are valued and supported

We Build Up: churches are well maintained, adaptable and in good repair

We Open Up: churches are sustainable, open and welcoming

Our values:

Being straightforward in responding to others' needs

Providing support that makes a difference Joining forces to achieve greater impact

Driving change that brings our vision closer

The charity's website www.nationalchurchestrust.org provides more information about the organisation and its work.

Purpose of the role

The National Churches Trust awards grants to help keep churches of all denominations well maintained, open and in use. We have an exciting opportunity for an experienced Grants Manager to join our Church Engagement team to oversee our grants programmes, ensuring the funding is delivered to best practice standards and in a way that supports our vision to see open churches thriving at the heart of their communities.

The future of church buildings is our biggest heritage challenge; we are looking for someone who can help us to ensure our grants are effective and delivered in a way that is transparent, inclusive and impactful and makes a positive difference.

Job description

The Grants Manager will be part of the Church Engagement team which offers support and advice to churches and their volunteers across the UK, and administers high quality grant programmes. Reporting to the Director of Church Engagement, you will manage these programmes ensuring that our funding is delivered across England, Scotland, Wales and Northern Ireland, according to best practice standards at all times, and so that the impact of our grants is known, recorded and communicated.

The Grants Manager will be responsible for our grants database (currently Benefactor), and will lead on our grant making policies, programmes, administration, impact reporting, including case studies and assessment. We are currently undertaking an internal review of our grant processes and the Grants Manager will take forward recommendations to help strengthen and improve our systems.

As a member of the Church Engagement team, you will collaborate with colleagues and the Grants Committee to share good practice and ensure that the team is delivering up to date and relevant advice, and services that are effective and relevant to churches and volunteers across the UK.

You will also be involved in assessing and preparing recommendations and be responsible for preparing the papers for the Grants Committee. You will ensure our grant giving is transparent, inclusive and impactful and makes a demonstrable positive difference.

You will be supported in your work by a Church Support Officer and the Church Support Administrator, who you will line manage, as well as working with others in the wider National Churches Trust Team.

You will be able to arrange and give presentations about our work and provide support for other events and awards we run. As such, occasional evening or weekend work, as well as longer-distance travel and overnight stays may be necessary.

About our grants

The National Churches Trust allocates grants of up to £50,000 supporting major repair projects, installation of facilities, development work and maintenance. In 2024 we recommended or awarded more than £2.8 million in funding. Decisions are made by an independent grants committee that meets three times a year. The team is also responsible for making recommendations and reporting to a number of trusts and foundations each year including the Wolfson Foundation, and is currently running two National Lottery Heritage Fund funded projects – Treasure Ireland and Cherish – both of which include grant streams.

You can find out more information at www.nationalchurchestrust.org/grants

Organogram (see information pack)

Key Internal relationships:

Director of Church Engagement, Church Engagement team, Grants Chair and Committee, Head of Finance, Head of Communications

Key External relationships:

Other funders, church volunteers, church dioceses and other governing bodies, Benefactor (grant database), heritage bodies

Key tasks:

Grant Management

1. Line manage the Church Support Administrator and Church Support Officer
2. Administer and deliver our grants in partnership with other funders, and develop new opportunities as they arise, as well as fulfilling reporting requirements
3. Carry out and co-ordinate grant assessments, oversee the selection of short-listed candidates, and make recommendations to the Grants Committee and other funders
4. Coordinate our Grants Committee and keep them updated as necessary, including arrangement of meetings and drafting and circulating meeting papers
5. Ensure the churches and volunteers you are working with receive our wrap around care at every stage, that our advice and guidance is up to date and relevant and that all enquiries are responded to in a timely manner within agreed timescales
6. Ensure that information about our grants, and other funding advice, is communicated effectively and explained clearly on the website and in printed materials.

7. Arrange and deliver training events, and support others in the delivery of training, as well as promoting the work of the National Churches Trust at events organised by partner organisations as agreed

Grant Reporting

8. Ensure that grant application and administrative functions operate efficiently and effectively, including ensuring that our Grants management system, Benefactor, is used accurately and information is input within agreed timeframes, as well as onto our CMS (Donorfy), and due diligence is followed
9. Prepare impact reports on our grants data and evaluation at intervals, collate information and data needed for outcome monitoring, and upload annual grants data to 360 Giving
10. Work with the Communications and Fundraising teams to market the grant programmes and promote the impacts of our grants to prospective applicants, donors and trusts. Assist with press releases and identifying suitable case studies, news stories, photo opportunities and contributions to the e-newsletters.
11. Undertake such other duties as reasonably requested by the Chief Executive/Director of Church Engagement.

Person specification

Qualifications:

- Educated to degree level or equivalent qualification/experience
- A qualification relevant to the heritage sector would be desirable

Skills and Experience

Essential:

- Experience of grant and/or contract management
- Experience of monitoring and evaluation of project outcomes
- An interest in heritage issues and knowledge of historic buildings and conservation
- Experience of line management
- Excellent presentation and interpersonal skills and the ability to communicate confidently, effectively and persuasively, both orally and in writing
- A self-starter with excellent organisational and administrative skills able to work both on their own initiative and also as part of a team
- Good attention to detail and accuracy with the ability to prioritise and work under pressure to meet deadlines

Desirable:

- An interest in places of worship and an understanding of different Christian denominations
- Knowledge of standards or experience of project management
- Experience of relationship building and negotiation with a wide range of stakeholders
- Excellent IT and online skills
- Experience of working with spreadsheets and databases, including Excel and Benefactor (or equivalent) and an ability to analyse and read figures
- An understanding of the principles and responsibilities of data protection and data management

Enthusiasm for the work and strategy of the National Churches Trust is an important element of the job.

Further information

This is a full-time post and the basic hours are 35 per week. It is based at the National Churches Trust's offices in Westminster (minimum two days a week) and remotely, as per the charity's current hybrid working policy. There may be occasional travel elsewhere in the UK. This role is likely to appeal to someone interested in taking their experience of grant giving to the next level, or of working in the heritage sector.

It should be borne in mind that the National Churches Trust comprises a small staff, and you should be prepared to work as part of that team to ensure the delivery of the organisation's operations and objectives.

As a member of staff, you will have access to our employee benefits programme, managed by HSF, which offers a health plan, access to counselling and legal support, and a discount programme for benefits such as gym membership and personal accident cover. You will also have access to free communications events, resources and mentors through our Charity Comms membership.

The basic salary is negotiable, depending on experience. The charity operates a group personal pension scheme and pays 10% employer's contribution for all eligible employees. The annual leave entitlement is 25 days, in addition to relevant national public holidays. Other general terms and conditions are set out in the staff handbook which is issued to all employees on appointment.

How to apply for the role

For an informal conversation about the role please contact Catherine Townsend at catherine.townsend@nationalchurchestrust.org

To apply, please send a covering letter (max 2 sides) detailing your interest in the role and how you meet the requirements, together with a copy of your CV to Rosalinde.debest@nationalchurchestrust.org.

Closing date: Midnight Thursday 10 July 2025

Interviews: 6, 7 or 8 August in Westminster, London

Thank you for your interest in the National Churches Trust and our mission to help churches stay open and in use. We look forward to hearing from you.