

## Manager, East of England and London

We're delighted you're interested in joining us.

Job Title	Manager, East of England and London
Reports to	Head of Grants (South)
Role Type	Fixed Term for 12 months
Current Salary	£45,000 to £50,000 per annum (FTE)
Location	You must live in the East of England: Hertfordshire, Cambridgeshire, Norfolk, Suffolk or Essex

### Introduction

We're an independent charitable foundation funded by Lloyds Banking Group. We work in partnership with small and local charities, people and communities, working towards a more just and compassionate society.

Through unrestricted funding, support to develop, and influencing policy and practice we help small and local charities thrive, communities grow stronger, and people overcome complex issues and barriers so they can transform their lives.

### Job purpose

The postholder combines grant management with practical development support, fostering effective relationships with charitable partners (including charities and CICs), charity Development Partners, cross organisational collaborations, Lloyds Banking Group, and other stakeholders to maximize the positive impact of the Foundation's investments.

### Our Team

The Manager is part of the wider Charity Development and Funding Directorate which is led by the Director. The Manager, East of England works collaboratively and flexibly with the other Managers (11

people) and reports to the Head of Grants South. Your portfolio will cover the East of England and some London boroughs. You will also work collaboratively and alongside the Grant Management (8 people) and Skills Based Volunteering Teams (2 people) to ensure our focus on excellent investment and development.

The Charity Development and Funding directorate works closely across all other Foundation Directorates, as well as working with the Lloyds Banking Group (LBG), the three sister Foundations (Lloyds Bank Foundation for Channel Islands, Bank of Scotland Foundation and Halifax Foundation) and other external stakeholders.

## Scope of role

The Manager is accountable for managing a portfolio of relationships with charitable partners and collaborating charities. With a significant focus on organisational development as a Foundation, the Manager enables funded partners to become more resilient and stronger so they can thrive beyond the period of their relationship with us. The postholder will do this by building trusted relationships with organisations to support them in identifying their most pressing organisational challenges; and help them overcome the challenges by building the knowledge, skills and capabilities of staff and trustees. The Manager works with the charity, CIC or collaborating charities to identify the most appropriate form of support to respond to the priorities identified.

The role is responsible for building and maintaining strong relationships with stakeholders including connecting with networks to identify and optimise collaborative learning and sharing practice. The postholder will also play a pivotal role in sharing learning, intelligence and insights to ensure the Foundations' strategy development, delivery and relationship with the Lloyds Banking Group consider regional needs and the operating contexts of our funded partners.

## In this role, you will be responsible for:

### ORGANISATIONAL DEVELOPMENT SUPPORT & RELATIONSHIP MANAGEMENT

- Act as a point of contact for funding to organisations in your region.
- Build a supportive and trusted relationship with charitable partners in your region. This includes meeting with them regularly to listen, learn, review progress and provide support through challenges.
- Work with charities to identify their development needs, and mutually creating and managing packages of support to meet these needs (including skilled volunteering).
- Manage relationships and contracts with Development Partners to ensure high quality provision and service standards are met.
- Development support budgets for each charitable partner in your portfolio.
- Where appropriate work directly with charities to support their development needs.



- Proactively connect partners with relevant resources, funding opportunities, development support providers, and potential collaborators.
- Manage the funded partner relationship using the Foundation's Salesforce customer relationship management (CRM) system to record assessments, conversations with funded partners, manage organisational development support, review monitoring reports and approve consultant reports.
- Working closely with the Networks and Events and Learning teams, to identify shared learning, coordinate and deliver convening events that bring funded partners together including workshops, peer learning opportunities, one-to-one support and training sessions.

## **GRANTMAKING & INTERNAL ENGAGEMENT**

- Proactively identify and support eligible organisations to apply to the Foundation. This includes undertaking background research, keeping informed of policy developments and building networks with key stakeholders.
- Contribute, as required, to the delivery and improvement of grant making process including shortlisting, applicant feedback, programme reviews and to the development of future programmes.
- Working cooperatively with the Grant Management team to ensure the smooth running of joint grant management processes.
- Play an active role in data cleaning routines and data accuracy checks, ensuring that the Foundation complies with internal data policies and GDPR legislation.
- Work closely alongside other Foundation teams and colleagues, to identify opportunities for joint working, build greater alignment with other strategic priorities and ensure that our work in your region adds up to more than the sum of its parts.
- Contribute to the wider work of the Foundation including internal meetings, task and finish groups, cross-organisational forums.

## **EXTERNAL ENGAGEMENT AND INFLUENCING**

- Identify and act on opportunities to engage and collaborate with funders, the charitable sector, sector representatives, regional forums, community stakeholders and other relevant organisations within your region and nationally (as required) to inform current and future working.
- Identify opportunities to influence local/regional policy makers by promoting the work of funded partners, commissioned research, or the Foundation's own work.
- Manage contracts with commissioned organisations/individuals, as required.
- Facilitate the engagement of stakeholders, including Lloyds Banking Group, with charity partners in your area to share knowledge and encourage partnership working.

- Champion the wider priorities of the Foundation including the role of small and local charities, addressing inequality relating to race and disability, migration status, identity, sex, gender, faith and socio-economic status are embedded across all our work.
- Represent the Foundation at relevant networks, conferences, and events.
- Collaborate with the communications team to highlight the impact of grants and share success stories.

The role will also require extensive travel in your region, regular visits to the London office and occasional travel across England and Wales with some overnight stays. You must live in the East of England; either in Hertfordshire, Cambridgeshire, Norfolk, Suffolk or Essex.

## Your experience and knowledge

The ideal candidate would have the following experience:

### Essential

- Extensive knowledge of the voluntary sector at national, regional and local levels and in-depth knowledge of the challenges and opportunities facing small charities.
- Demonstrable experience partnering with small charities to identify their development goals and priorities, develop skills, build capacity, strengthen their operations and enhance service delivery.
- Effective interpersonal, networking, facilitation, presentation and relationship-building skills (both in person and virtually) with the ability to foster and maintain excellent and trusting relationships with charity partners, colleagues, and stakeholders of all levels of seniority.
- Excellent organisational and time management skills including prioritising tasks, managing multiple projects, effective delegation and meeting deadlines in a fast-paced environment, balancing strategic agility and operational delivery.
- Effective critical thinking skills with the ability to process and present varied and complex information and data and clear, coherent and convincing written and verbal communication to diverse audiences across multiple channels.
- Strong alignment with the Foundation's values and aims and in particular, its commitment to social justice, inclusion, challenging structural inequity, and tackling disadvantage.
- Proficient in using computer software including MS Office Suite, and online research tools.
- Self-motivated with the ability to work both on your own and as part of a team in a dynamic and collaborative environment.
- A learning and adaptation mindset with a commitment to keeping up to date with knowledge and trends and pursuing personal development.



## Desirable

- Experience of grantmaking strategies and practices, including programme design, assessment, evaluation and equity, diversity and inclusion considerations.
- Experience of using Salesforce.
- Awareness of self-care / resilience and remote working considerations.
- Current knowledge of the operating context in which small charities operate.

## Equal opportunities monitoring

The Lloyds Bank Foundation is committed to promoting equality of opportunity in all its activities and aims to ensure a working environment which is free from discrimination and unfair treatment. We are committed to monitoring the diversity of our workforce and that no individual or group will receive less favourable treatment or is discriminated against on grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, or pregnancy and maternity. The Foundation actively welcomes and values difference across its workforce.

The Foundation wants to meet the aims and commitments set out in its equality statement. This includes not discriminating under the Equality Act 2010

## Confidentiality

All information provided by you in completing this questionnaire will be treated in the strictest confidence. Data will be anonymised so that your responses cannot be linked to you individually. We keep all records and personal information gathered in accordance with the requirements of the General Data Protection Regulation (GDPR).

Under the Data Protection laws, you have the right to:

- see any information we hold about you and correct it if it's wrong
- request your data is deleted at any time
- request your data is not used for certain purposes

If you have technical issues submitting your application, please contact:

[LRecruitmentMailbox@lloydsbankfoundation.org.uk](mailto:LRecruitmentMailbox@lloydsbankfoundation.org.uk) Note that we do not accept applications via this email address.