

Grants Manager Job Pack

13 June 2024

Introduction

Thank you for considering this role at Fair4All Finance. As we continue our exciting growth plans in 2024 to deliver on our ambitious goals and refreshed strategy, we're looking for an enthusiastic Grants Manager to join our team.

About Fair4All Finance

Fair4All Finance is a not for profit organisation founded in 2019 to improve the financial wellbeing of people in vulnerable circumstances by increasing access to fair, affordable and appropriate financial products and services.

Our funding comes from [The Dormant Assets Scheme](#). The scheme makes it possible for money in dormant bank and building society accounts to be used to help good causes.

There are at least 17.5m people in the UK in vulnerable financial circumstances, who are poorly served or unfairly excluded from mainstream financial services. That's nearly a third of all adults in the UK.

Our vision is of a society where the long term financial wellbeing of all people is supported by a fair and accessible financial sector.

Our three strategic priorities are:

- **Expand the provision on affordable credit** so that the availability of affordable credit increases x10 and provision can be delivered sustainably at the scale required to meet customer needs
- **Partner with mainstream banks and financial services to increase provision of services** so that mainstream financial services serve customers in vulnerable circumstances, either directly or through funding other providers
- **Develop new products and services to address market gaps** so that the right products exist to meet the different needs of people in vulnerable circumstances and systems are in place to support ongoing product development for these customers.

You can find more information on us and our work at www.fair4allfinance.org.uk.

Grants Manager

Location

The role-holder will be expected to have a presence in our London office once or twice a week with flexibility on working from home at other times

Accountable to Investment Portfolio Manager

Terms full-time, permanent role - open to flexible working
 Salary: £40,000 - £42,000
 All applicants must have an existing Right to Work in the UK

Introduction

Working to make the financial system fairer for everyone

The current financial services system is broken. Millions of people are excluded, unable to access the products and services they need to manage their finances, build their resilience and lead richer lives.

We're here to change this by working with the industry to serve more people, increase the availability of affordable credit and develop new products and services.

Role purpose

This is a brilliant opportunity to join a growing and dynamic team working to make the financial services sector fairer for everyone. Millions of people are unable to access the mainstream products and services that meet their financial needs and have to choose between going without essentials or turning to high-cost credit or illegal money lenders. Without safety nets like credit, insurance or savings, everyday life events or financial shocks can tip people into increasingly vulnerable circumstances.

At Fair4All Finance, we are making direct social investments (£40m+ to date) and grants into community finance providers and social fintechs to support their growth and future sustainability, as a key part of our strategy to scale up the provision of affordable credit. This includes our new Community Finance Resilience Fund - we expect to have offered 40-50 grants from this Fund by end summer 2024 (at which point we expect the Fund to be fully committed). We are now looking for an experienced grants manager to manage this grant portfolio. This will include deploying remaining grants (once approved by our grants committee), liaising with grantee organisations (primarily credit unions and CDFIs) on finalising grant agreements, supporting regular social impact and financial reporting, and dealing with ad hoc queries. There are good development opportunities as we develop our impact reporting.

We are looking for someone with excellent organisational skills, strong written and verbal communication skills and good attention to detail. The successful candidate will be an experienced grants manager who wants to work collaboratively with our growing team and who is passionate about our mission to improve financial inclusion.

Your responsibilities

In this role your focus will likely be split across some key areas of work:

Grant portfolio - management - 50%

- Offer grants (once approved by our grant committee), finalise and execute grant agreements in line with our policies and procedures
- Monitor grant spend to ensure in line with grant purpose
- Liaise with our Finance team to draw down grant funds (we expect 40+ grantees will have need to draw down funds Sept-Dec 2024)
- Deal with ad hoc queries from grantee organisations

Grant portfolio - financial and social impact reporting - 30%

- Responsible for the regular monitoring of financial and social impact performance, including confirming spend is in line with grant purpose
- Working closely with an external evaluator and other members of the investment team to agree the monitoring framework and support impact analysis of the Community Finance Resilience Fund

Other - 20%

- Support due diligence on ad hoc grants to community finance providers - including establishing and maintaining excellent client relationships; supporting evidence-based recommendations to grants committee
- Support regular reporting to our external funders in line with their requirements
- Support with other strategic projects as may be required from time to time

Person specification

Essential experience and capabilities

To be successful you will need:

- Good experience of grant-making to small/medium social purpose organisations in the UK. This will include making and monitoring grants of £25k - £250k+, with best-in-class grant agreements and quarterly reporting on finance and social impact metrics
- Strong organisational skills with good attention to detail
- Multi-tasking - working on multiple projects with different people at the same time
- Good analytical skills
- Strong oral and written communication skills

Desirable experience and capabilities

It would be great if you also have:

- Experience with credit unions, CDFIs or other social purpose lenders
- Deal execution capability including evidence of negotiating legal documents

Personal characteristics

- Passion for our mission to increase the financial resilience of people in vulnerable circumstances
- Be great at building relationships at all levels with grantees - including working collaboratively and pragmatically with community finance organisations with limited experience of grant funding, anticipating and managing potential problems, deftly handling disappointed grant applicants
- Able to deal with complexity and uncertainty and work under your own initiative
- Enjoy working in a growing team
- Seek continued learning and development

Terms of employment

All applicants must have an existing Right to Work in the UK.

Fair4All Finance is committed to being a diverse organisation that is truly representative of the people and communities we serve. We are an equal opportunities employer with an inclusive environment where different experiences, expertise and perspectives are valued, where everyone is encouraged to grow and develop and all team members can contribute to their fullest potential.

Applications are welcome from people of any age, sex, gender identity, disability, marriage or civil partnership, pregnancy and maternity, religion or belief, race, sexual orientation, transgender status or social economic background. We are determined to ensure that all team members and applicants receive fair and equitable treatment or are not disadvantaged by any inappropriate conditions or requirements being placed on them.

When we are recruiting, we actively seek to reach a diverse pool of candidates. We are happy to consider any reasonable adjustments that potential team member may need to be successful. We recognise the importance of a good balance between work and home life, so we do everything we reasonably can to accommodate flexible working.

Applications

- Please apply through **Applied** by 8th July 2024 at 12.00pm.
- Interviews will be held w/c 15th July 2024.
- If you would like to have an informal chat about the role before applying, please email

jobs@fair4allfinance.org.uk

After the job advert closes, your answers will go through a sift process, randomising and anonymising answers to take out individual information that could add biases into hiring decisions. This enables application reviewers to review each answer objectively. People scoring the applications will not have seen your CV at this stage of the process so please try your best to answer questions with specific examples and without simply rephrasing your CV, which they will review later in the recruitment process.

Our values

Fair

We're impartial, open and rigorous in making sure our work has the right impact. We share a strong sense of fairness and we're determined to make the system work better for everyone.

Inclusive

We value diversity and difference. We also recognise the financial system has a disproportionate impact on those excluded, so we'll work doubly hard to ensure their voices and insights are reflected in our team and inform our work.

Bold

The problems we're tackling require bold solutions and we won't shy away from being radical. We're prepared to take considered risks in order to make a difference.

Compassionate

We believe in treating everyone with dignity and respect, and we work with empathy to consider the needs of everyone we interact with. We take care in communicating the hard choices we'll inevitably have to make.

Collaborative

We know we can't change the system on our own and we don't have all the answers. So we work in partnership with inspiring organisations as together we're stronger.

Our Benefits

We know that thoughtful and progressive treatment of people in their work creates mutually positive benefits. To deliver on our ground-breaking work we need to have a team that can deliver outstanding work and our benefits strategy supports this goal.

We created a benefits package that enables a culture where people thrive and to

- enable people to manage their time to maintain a healthy balance with a focus on outcomes rather than hours
- provide support for people to sustain their financial, physical, and mental health

- enable people at different life stages to support those they care for and give back to their communities

Financial security

We believe that our financial benefits offering should enhance people’s financial wellbeing and resilience. We want to encourage a savings habit, provide income resilience to cover life shocks or life events such as family or caring responsibilities and retirement.

Benefit	Details
Pension	A competitive contributory pension, with employer contribution matching 2:1
Insurance policies	Life assurance, critical illness, and income protection to give you reassurance for any unforeseen ill health problems and to look after your family’s financial future
Loan	Payroll savings and interest free cost spreading loans to smooth any lump payments and give financial reassurance (implementation in progress)
Family leave	Enhanced and equalised maternity, shared parental and adoption leave and enhanced paternity leave

Health and wellbeing

We want to ensure that our team can easily access everyday healthcare for mental and physical health and at a low personal cost. We encourage and support our people to proactively manage their health. Our health cash plan also covers your dependents and an option to add other members.

Benefit	Details
Health cash plan	<ul style="list-style-type: none"> • Reimbursement for everyday health costs such as eye care, dental, access to X-rays and physiotherapy, in addition to a range of alternative treatments such as acupuncture, and specialist consultations
Health & Wellbeing Resource Hub (including an Employee Assistance Programme)	<ul style="list-style-type: none"> • Access to discounted gym membership, health assessments and NHS approved app to support mental and physical health • 24-hour confidential helpline for financial, health or legal advice • 24-hour access to a GP with a prescription service • Rewards scheme offering discounts on brands

Holidays

Taking appropriate time off to recuperate and balance is a key part of our health and wellbeing strategy. Everyone is entitled to the same amount of enhanced company holiday regardless of their role or length of service.

Benefit	Details
Holiday allowance	27 days holiday plus bank holidays (pro rata)
Additional holiday	Buy up to 10 days additional holiday (pro rata)
Selling holiday	Sell up to 5 days holiday (pro rata)

Agile working

We recognise the importance of having a great balance between home and work responsibilities, so we do everything we can to support flexible working. Flexible working arrangements are something that we discuss collaboratively before any arrangements are agreed by your manager.

Benefit	Detail
Flexible arrangement	<ul style="list-style-type: none"> • Flexible or hybrid remote/home and office working • Compressed or part time hours including 4-day week and 9-day fortnight • Informal flexible arrangement around core hours of 10.00am – 4.00pm
Moments that matter	<ul style="list-style-type: none"> • Time off to care for dependants • Time off for IVF and family planning

Reflection, learning and development

We are invested in your learning and development, and we expect you to be too. Our approach reflects what we know to be most effective, and we've adopted a 70:20:10 approach. 10% of our learning will be formal learning, 20% through coaching and independent learning and 70% through application in our roles.

We also set aside 2 days a month as a team, to create space for reset and reflection, where we intentionally plan 'sit back' time for thought, planning and to take time away from screens where possible.