

Job Description

Position title: England Development Manager (Heritage Revival Fund)

Reports to: Head of Grants

Team: Programmes

Remuneration: c.£47,000-52,000 p.a. plus 8% pension contributions

Based: Home-based, but with extensive travel across England required. This post's geographic focus will be roughly the southern half of England, dependant on need

1. Overall Purpose of the Role

To co-lead the management and delivery of the AHF's core grants and advisory programme across England alongside the other England Development Manager (Heritage Revival Fund). The roles will be jointly responsible for activity and workflow across the whole of England, though this post will broadly focus on southern England, while the other England Development Manager (Heritage Revival Fund) will broadly focus on the northern half of England. The post holder will jointly manage the England grants team and programme budget, working flexibly and collaboratively to ensure the successful delivery of the AHF's core programme in England. The role may also involve managing a small portfolio of high-risk or complex projects.

2. Specific Duties and Responsibilities

1. Co-lead on managing the core grants and advisory programme in England, developing required guidance, policies, applications, systems and processes to support its successful delivery.
2. Co-lead, manage and mentor the England Grants Team, ensuring portfolio management and consistency of approach across all English regions. This will require flexible and collaborative working with the Head of Grants and other England Development Manager (HRF). Provide line management responsibility for England Grants team members. This will include day-to-day HR management and development of the team.
3. Co-develop, and with the support of the Communications Officer, deliver a communications strategy for the England Grants programme, including providing content for AHF publications and website and speaking at conferences and events, as required.
4. Co-lead on relationship management with programme funders and key partner organisations in England, and, alongside the other England Development Manager (HRF), be a key point of contact with programme funders, including on reporting. Forge beneficial and enduring connections with other sector organisations, funders, and advice providers to promote the work of the AHF.

5. Manage budgets and, with the Head of Grants and the Director of Finance, ensure the submission of timely and accurate financial information for the programme. Ensure that evidence and reporting are stored appropriately. Advise the Head of Grants and Senior Management Team on resources, grant allocation, sector and geographical spread, inclusion, data and budgets.
6. Troubleshoot on complex and high-risk projects and feeding into the UK grants team to ensure continuous improvement. Support the Evaluation & Data Officer in collating data, monitoring and evaluating AHF advice. Additionally, ensure that available grant budgets are allocated effectively and in line with the funders' requirements. With the Director of Finance and Finance Team, oversee the cycle of payments to applicants, ensuring payments are in line with eligible costs and approved purposes.
7. Support the Director of Investment and Investment Team in creating a pipeline of investment ready projects in England and provide support and assistance in monitoring existing clients as necessary.
8. With the Head of Grants and Director of Programmes, support or lead on developing and writing proposals for additional fundraising from philanthropic partners needed to supplement the programme, in particular its grants budget, and in developing new relationships with funders and donors to secure additional funding to support other AHF priorities. It is anticipated that attending in-person events, including evening attendance, will be a necessary requirement.
9. Work with community groups and other organisations (including local authorities, Historic England, National Lottery Heritage Fund, Arts Council England, Heritage Network, and others) to identify and provide advice and support to groups developing sustainable new uses for historic buildings and in sourcing match funding. This may include brokering between local authorities and third sector organisations, or making introductions that could lead to partnerships between, for example, Heritage Development Trusts and local partners.
10. Contribute to the development and delivery of new ways of working in the context of the AHF's current and future strategies, including ensuring, evidencing and promoting the social impact of AHF's support for heritage buildings. Assist with other tasks and activities as required, particularly those corporate projects and processes that support the wider delivery of the AHF's work.

3. Person Specification

Essential

- A pro-active and collaborative leader, with demonstrably excellent interpersonal, influencing and negotiating skills, in relation to individuals and organisations, and able to develop and implement a country-wide strategy;
- At least three years of experience working in the built heritage sector or as a charity grant maker;

- Understanding of the voluntary sector (both heritage and non-heritage), including infrastructure organisations and support services, networks and funding climate;
- Excellent organisational skills, with the ability to multi-task and consistently and reliably deliver;
- Excellent verbal and written communication skills;
- A clear ability to motivate and empower their staff and colleagues to deliver high-quality services while efficiently and effectively setting clear performance standards for their team;
- Enthusiastic, self-motivated and target-orientated; able to work effectively on own initiative, set appropriate priorities, delegate where appropriate and meet deadlines;
- Demonstrable ability in problem solving in response to challenges posed;
- Experience of grant making at all levels and capital project delivery;
- Experience of budget and resource management;
- An in-depth understanding of the issues affecting asset development (particularly involving historic buildings) and heritage-led regeneration, and experience of supporting projects through this process;
- Excellent stakeholder management skills and a track record of collaborative work with external partners; and
- Demonstrable interest in and commitment to the AHF's mission – to help deliver a sustainable future for historic buildings throughout the UK through community enterprise.