



Job Description

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| Position title: | Grants Officer (England) |
| Reports to: | England Development Manager (HRF) Programmes |
| Team: | Team |
| Remuneration: | c.£38,000-42,000 p.a. plus 8% pension |
| Based: | contributions English regions (home-based) |

1 Overall purpose of the role

To contribute to the successful delivery of AHF's grants and advisory programme in England. The post holder will be responsible for assessing and managing a caseload of projects within a defined area of England, advising and guiding projects through the stages of a project's lifecycle from viability to capital works, ensuring grants where offered are allocated and monitored in accordance with the programme's criteria and priorities, and liaising with external partners to achieve common objectives as appropriate.

2 Specific Duties and Responsibilities

1. Assess applications for grants and prepare case papers, including making recommendations to decision-makers at monthly Grants meetings and by AHF Trustees at quarterly Grants Panels.
2. Act as the first point of contact for enquiries to the England grants programme, including managing and assessing Expressions of Interest;
3. Advise and guide projects through the earliest stages of project development, including applications for funding to the AHF, whether for grants or signposting to the Investment Team for loans where relevant, and potentially other suitable funders, and (supported by the England Development Managers (HRF) and Consultant Project Advisors) advise and guide projects through capital redevelopment;
4. Oversee the grant administration process from application to disbursement, with lead responsibility for maintaining accurate database records – including monitoring grant expiry dates, producing offer letters and processing payment claims;
5. Monitor a live caseload, providing regular and timely information on the progress of projects;
6. Support internal and external evaluation of the programme, in liaison with the Evaluation and Data Officer, including collecting data and monitoring the impact of the programme, grants and advice.
7. Liaise with regional staff at key partner organisations including Historic England, the Heritage Fund and the Heritage Network as appropriate to target support where most needed and ensure that AHF intervention adds value to partners' activities and other relevant programmes;
8. Act as an Ambassador in promoting the AHF by delivering presentations at conferences and events organised by heritage and social enterprise organisations;
9. Produce regular content for AHF website and social media to publicise project successes and key milestones achieved, as part of an overall communications and social media strategy for the programme;
10. Work with AHF staff, and external partners where appropriate, to support communications and raise the profile of the AHF and supported projects;



11. Support the Investment Team in signposting and creating a pipeline of investment ready projects in England.
12. Encourage peer-to-peer learning by connecting groups with each other, including by working in partnership with the Heritage Network where appropriate; and
13. Contribute to the development and delivery of new ways of working in the context of the AHF's strategy, 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.

Person specification

Essential

- Experience assessing grant applications against set criteria and prioritising funding recommendations accordingly;
- An 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;
- Experience of working with or for social enterprise/voluntary sector organisations;
- Demonstrable interest in and commitment to the AHF's mission – to promote the conservation and sustainable re-use of historic buildings for the benefit of communities across the UK, particularly in economically disadvantaged areas;
- Exceptional communication skills, both written and verbal;
- Demonstrable ability in problem solving;
- Ability to work effectively and flexibly as a member of a team to manage the portfolio of grant cases to achieve shared outcomes;
- Ability to negotiate effectively and influence individuals and organisations to achieve a positive outcome;
- Strong organisational and project skills and ability to work effectively on own initiative, set appropriate priorities, multi-task, and meet deadlines; and
- Experience of budgetary management.

Desirable

Knowledge and/or experience in one or more of the following:

- A background in built heritage;
- Understanding of the voluntary sector (both heritage and non-heritage), including infrastructure organisations and support services, networks and funding climate;

The employee will be required to maintain and develop their knowledge and expertise in delivering the services to and on behalf of the AHF, with appropriate support and training opportunities where needed.