

Job Description and Person Specification

- Job title:** Regional Programme Manager
- Reports to:** Head of Grants
- Location:** Homebased within Berkshire, Hampshire, the Isle of Wight, Sussex or Wiltshire.
Please note there is a requirement to attend 1 day per month in our London office
- Hours:** Part-time, 3 days (22.5 hours) per week. Occasional work outside of office hours, with time off in lieu
- Contract:** Fixed term 12 months
- Salary:** £22,200 – £23,400 (£37,000 – £39,000 FTE) depending on level of competency and experience
- Benefits:** 25 days annual leave plus bank holidays (pro-rata), 5% pension contribution, employee assistance programme, flexible working, amongst others. Click [here](#) to find more information on our commitments and benefits.

Blaggrave is a disability friendly employer. Please contact Valeria at hr@blagravetrust.org if you have any questions or would like to receive this document in a different format.

What we do

Blaggrave is an independent charity dedicated to serving young people who are challenging and experiencing injustice in their individual lives and within society. We hold investments of c. £44 million, which along with other income sources, funds all the work we do including grant-making. You can read our full 2022 – 2026 strategy [here](#). Under this strategy we run a regional programme, offering grants (usually between £20,000 – £30,000pa) to South East based organisations serving the needs of young people facing social injustice, in Berkshire, Hampshire and the Isle of Wight, Sussex and Wiltshire. This is our only funding stream for organisations that are not youth led. We fund young people directly on our youth led change programmes which are national.

We are committed to centering the voices of those we seek to serve within our organisation. Our board and staff team have relevant lived and learnt experiences to help us fulfil our mission. We listen to the communities we seek to serve both directly and broadly to have as accurate of an understanding as possible about the issues that those we're here to serve are facing. Within the Regional Programme, we work with eight paid advisers representing our partners who bring the local youth sector perspective on our grant making.

Regional Programme

The aim of our Regional Programme is to increase civil society's accountability to young people, by enabling them to meet the needs of young people who experience social

injustice in the region. Each year, we allocate around £240,000 in new funding to youth charities in Berkshire, Hampshire, Sussex and Wiltshire.

How we fund is incredibly important to us. We prioritise trusting relationships and provide long term (up to 9 years in some cases), and unrestricted funding wherever possible. We have around 50 active partnerships with youth organisations in the four counties we serve.

About the role

This role will manage our Regional Grants Programme. Your job purpose is to manage the life cycle of grant making including assessment, reporting and end of grant learning to our partnerships with around 50 charities in the South East. Particularly key will be your relationships with the regional advisers, a group of 8 individuals who provide expert advice on funding decisions and determine the new partnerships you'll take forward in the year.

Blaggrave's current strategy comes to an end in 2026 and as such throughout 2025 we enter a period of re definition. We are currently considering different options for the future, and this role is fixed-term for 12 months, to allow for potential changes in scope according to the needs of our stakeholders. A key responsibility of this role will be upholding our commitments to partners during this period of transition.

What we are looking for

Relationships are at the heart of this work. We're looking for an experienced partnerships manager and relationship builder. You will have at least 2 years' experience of the funding sector, through grant making or working closely with a funder on a funded project, and have demonstrable experience of managing programmes of work to a high standard. Due to the temporary nature of this role it's essential you are comfortable with change and are flexible enough to accommodate and support an emerging strategy in the region whilst preserving our [commitments](#) to partners and young people.

This is a regionally focused role. We're therefore looking for someone who either lives or has deep knowledge and connections with the voluntary sector in one of the areas we serve (Berkshire, Hampshire & IOW, Sussex and Wiltshire). We do not have an office base in these areas and so this role is home based. You will be required to attend our London office at least once a month to work collaboratively with colleagues.

Blaggrave is committed to anti oppressive practice and in everything we do we work towards our mission of social justice, seeking to share power with the communities we serve. It's essential you can visibly demonstrate your commitment towards these goals.

This role is subject to Basic DBS and 2 references. Candidates must be eligible to work in the UK.

JOB DESCRIPTION

Grant making

- To assess potential partnerships with civil society organisations (charities and CICs) in the South East for mission alignment and impact, preparing the information for the regional advisers to evaluate and consider.
- To conduct due diligence, flagging risk in an appropriate and timely way and putting in place risk mitigation strategies where necessary
- To provide appropriate and useful feedback to all applicants, successful and unsuccessful
- To maintain excellent relationships with partners, learning from their work, and from young people, to build trusting and supportive relationships
- To monitor progress of grants effectively, providing support and challenge as appropriate and reporting progress to the advisers or Blaggrave board
- To assess continuation grants during the course of the lifetime of the grant and flag risk as appropriate
- To hold end of grant reflection conversations with partners at the end of their grant and report learnings back to Blaggrave, contributing this learning to the team
- To stay informed of developments in the youth sector and regional analysis of context

Collaboration

- To manage opportunities for peer learning between regional partners via in person meetings across the region
- To manage the peer learning group facilitator/s ensuring this group meets partners' aims and is valued by them
- To review impact and effectiveness of the group and revise the programme accordingly
- To contribute to the development of the annual partners meeting ensuring regional partners needs and insight are represented

Regional advisers

- To oversee the work of the regional advisers, ensuring that their insight is maximised and they feel valued and impactful in their roles
- To ensure regional advisers have appropriate guidance and information to be able to make informed decisions
- To manage any conflict of interests by advisers, ensuring due process is followed
- To contribute learning back to Blaggrave about working with advisers
- To communicate advisers' decisions back to applicant charities

Representation

- To network and maintain key relationships with other funders and stakeholders in the region, to enable proactive development of collaboration/co-funding opportunities, joint research, and up to date understanding of the local context and opportunities.
- To support the learning, evaluation and capacity building initiatives of the Trust in the region
- To represent Blaggrave in strategic collaborations including with other funders where appropriate
- To support other team members in their roles, and work to ensure we have a happy and supportive team and a positive organisational culture
- To represent the Trust regionally e.g. at the South East Funders Forum and other relevant meetings.
- To attend Board meetings as requested and appropriate

Grants team

- To play an active part in the grants team by:
 - contributing to team learning and best practice particularly around funding for youth organisations.
 - participating in grants practice meetings, reviewing systems and processes to improve practice.
- To manage and maintain the grants database to ensure timely and effective tracking of applications and grants.
- To analyse data, including the creation and production of reports, and share internally to inform future Blaggrave grant making direction.

General

- To play an active part in the wider Blaggrave Trust team, supporting colleagues and taking on other tasks as appropriate
- To apply an anti-oppressive, anti-racist and climate justice lens to all your work and seek to support the implementation of this learning across the team
- To undertake other tasks as requested by the CEO and your line manager
- To manage other team members, contractors and advisers as the role requires.

PERSON SPECIFICATION

We're looking for a skilled and experienced grants manager to pick up and run with an established programme of work, holding key relationships with sensitivity during a period of change. We're keen to hear from candidates who help us diversify those that work within the philanthropic sector in the UK and we are keen to hear from younger candidates in line with our mission and where they bring the exceptional skills we are looking for.

Essential skills, knowledge and experience	Cover letter & CV	Interview
<ul style="list-style-type: none"> At least two year's work experience in the funding sector, through grant making or working closely with a funder on a funded project 	X	
<ul style="list-style-type: none"> Knowledge of the legal and regulatory frameworks grant making operates within 	X	
<ul style="list-style-type: none"> Lives in, or has close knowledge of, the voluntary sector in Berkshire, Hampshire and the Isle of Wight, Sussex or Wiltshire 	X	
<ul style="list-style-type: none"> Proven experience of successful delivery of complex programmes of work in the voluntary, philanthropic or public sectors 	X	
<ul style="list-style-type: none"> Ability to quickly build rapport and develop relationships built on trust with key stakeholders 		X
<ul style="list-style-type: none"> Experience of using a relationship management database system 	X	
<ul style="list-style-type: none"> Ability to combine information from different sources, and share with others in a clear way. 	X	X
<ul style="list-style-type: none"> Pro-active, well-organised, with the initiative to work independently as well as to take direction from the Head of Grants and the CEO. 	X	X
<ul style="list-style-type: none"> Flexible, with the ability to support and engage in team and cross disciplinary working. 	X	
<ul style="list-style-type: none"> Confident to represent Blagrove to different audiences modifying your communication style as appropriate 		X
<ul style="list-style-type: none"> Ability and willingness to travel across the South East of England to visit partners and stakeholders (travel costs will be reimbursed) 	X	
Desirable skills, knowledge and experience		

• Direct experience of managing services delivering to young people facing social injustice	X	X
• Knowledge of safeguarding compliance standards (Desirable)	X	
• Experience of being part of a successful change management process		X
• Experience in managing relationships with external contractors, ensuring deliverables are met	X	
• Experience in running events that meet needs of attendees	X	
• Experience of Salesforce as a grant management system	X	
Essential values		
• Strong belief in Blaggrave’s core mission and values, including a commitment towards equity and inclusion		X
• Great team player, flexible, with the ability to support and engage in team and cross disciplinary working		X
• Empathy and respect for the lived experiences of those young people we serve		X

To apply, send your CV and a cover letter of maximum 2 pages outlining how you meet the core criteria above, to hr@blagravetrust.org by midnight on Sunday, 16th February 2025.

Please use subject title: **Regional Programme Manager**.