

JOB DESCRIPTION

Job Title: Grants and Fellowships Manager (Parental Cover)

Location: 15 and 16 Bedford Square

Department

Responsible to Whom: Head of Grants, Fellowships and Networks

Responsible for Whom: N/A

Main Purpose of the Job:

- To manage the operation of the Grants and Fellowships programme

Main Responsibilities/Duties:

Grants and Fellowships Programme (G&F)

G&F Programme Operations

- Management and administration of the G&F programme
- Advise Head of Grants, Fellowships and Networks (HGFN) on possible changes and improvements to the G&F programme where necessary and manage the introduction and operation of such changes
- Manage the grants@ email inbox and all enquiries regarding the G&F programme
- Manage the G&F budget, liaise with Chief Financial Officer regarding G&F budget issues

Good Grants Management

- Manage the operation of the Good Grants system by all applicants, referees and Advisory Council
- Update Good Grants system and G&F webpages ahead of each funding round
- Receive payment requests via Good Grants and liaise with Finance Department for the payment of grants and recording of payments
- Work with Digital Lead on any Good Grants changes, updates or technical issues
- Work with Digital Marketing Manager on additions to the G&F webpages

Archive Management

- Manage, maintain and update all of the G&F archival records (including processing and updating all applications and materials relating to the G&F programme for filing purposes)
- Write the G&F update and prepare the relevant materials for the yearly Annual Report
- Prepare archival records which are five years and older for transition to the Centre's archives

Applicant Administration

- Responsible for all administrative duties in regard to receiving and processing applications
- Receive, archive and follow up (where necessary) all G&F reports from applicants and distribute select reports to Advisory Council
- Assist and correspond with G&F applicants and referees via email, phone and in person, where required
- Follow up with publishers and authors regarding outstanding publications, maintain the archival records for PMC-supported publications, receive all PMC-supported publications, process, upload to website and prepare for the library
- Prepare and send letters to successful applicants
- Prepare and send emails to unsuccessful applicants, provide select feedback if requested
- Manage the referee process and ensure all references are received for applicants
- Review all applications prior to submission and communicate any issues or recommended improvements to applicants
- Advise applicants with specific queries regarding their submission
- Monitor and follow up any outstanding Digital Project and Curatorial Research Grant yearly reports

Advisory Council Administration

- Organise and prepare materials for subcommittees and Advisory Council meetings (including letters, minutes, recommendations of subcommittees etc.)
- Act as secretary at subcommittees and Advisory Council meetings
- Manage the budget and calculation of awards and record the outcomes during subcommittees and Advisory Council meetings
- Prepare, file and distribute the documents after Advisory Council meetings – summary spreadsheets, memorandum of decisions and other relevant documentation
- Manage the administration and records for new and retiring Advisory Council members

- Organise the subcommittees and Advisory Council meetings (including room booking, liaison with caterers and communication with Advisory Council members on the preparation of materials and attendance)

Publicity and Outreach

- Manage news and social media in relation to publicising the G&F programme and associated outcomes (supported events, books etc.)
- Work with events team in suggesting possible speakers and event ideas in relation to the G&F programme
- Attend G&F-supported events and exhibitions whenever possible
- Attend PMC talks given by G&F recipients
- Visit G&F-supported projects in progress
- Reach out to new potential applicants and visit where possible
- Give public presentations relating to the G&F programme
- Invite and meet successful applicants at the Centre if they visit
- Advertise and communicate details about the G&F programme to new audiences
- Write and upload news on G&F-supported projects to the PMC website
- Prepare and publish news items on the G&F programme and update “News About Grant-supported Projects” when necessary

Funding and Grants Statistics and Analysis

- Compile yearly statistics on the G&F programme (including applicant numbers, funding distribution across awards, distribution of grants by location, etc.)
- Produce infographics from compiled data
- Provide grants data to 360Giving
- Prepare a yearly analysis document using gathered statistics and observations about each award to propose strategic changes to the next year’s funding

Person Specification

Essential Skills and Competences:

- Experience of managing a grant-giving programme, ideally in the cultural or heritage sector
- Consistent, accurate and meticulous attention to detail
- Experience of managing and using online systems or databases (e.g. Good Grants or similar grant-giving systems)
- Ability to work independently and to establish priorities
- Excellent interpersonal and communication skills, both written and verbal
- Experience of managing budgets and working with sensitive financial information
- Degree-level qualification

Desirable Skills and Competences:

- Experience of producing and analysing data and statistics
- A keen interest in the gallery, library, archive and museum sector
- Experience of preparing copy for publicity purposes and websites
- Experience of preparing materials for archives