

Grant Programme Manager

Contract: Fixed term for one year (possible extension subject to funding)

Hours: Part-time 21 hours per week.

Salary: £33,000 - £35,000 plus benefits

Location: Old Street, London, and home working

Reports to: Head of Programmes

How to apply: see final section

Deadline for applications is **Tuesday 22nd April 11pm**

About the Sheila McKechnie Foundation

SMK is here for people working to make lasting change, whether in their community, across society, or for our planet. We support change-makers by sharing the latest thinking and advice. We connect the campaign community to grow solidarity, share ideas, and find common cause. And we act as a powerful champion for the right to campaign.

SMK runs programmes for individuals and groups, offering support, advice, and a place to share knowledge on the key areas of effective campaigning. From strategy, tactics, and targets to evaluating successful campaigns, we equip campaigners with the tools and confidence to drive high-impact change.

Each year, we work directly with up to 300 organisations and well over 1000 people. They are tackling a wide range of social issues across human rights, environment, health, housing, young people, and community.

Whether improving disabled access on local transport, tackling financial inequality, or promoting solutions to global conflict, our mission is to help campaigners succeed through:

- Workshops and Training Programmes that develop new tactics, strategic approaches, and campaign skills.
- Bespoke Consultancy to support organisations and groups in delivering effective, impactful campaigns.
- Celebrating and Promoting Campaigning through our Annual Awards, which highlight the achievements and impact of campaigners from across the UK.

Through this work, SMK continues to strengthen the role of changemakers, ensuring they have the expertise and confidence to make their voices heard and their campaigns effective.

About the role

Overview: We exist to help campaigners thrive. A core part of our work is to build the confidence and capacity of people and organisations - we do this through our training and consultancy programmes which operate as a social business, and through grant-funded capacity-building programmes.

As Grant Programme Manager, you will be responsible for managing the delivery of our grant-funded capacity-building programmes and organising and collating the monitoring, learning and evaluation required for our reporting and programme development. You will also work closely with the Head of Programmes to support the writing of new grant applications to Trusts and Foundations.

Manage grant programmes: This role will take responsibility for the delivery of our grant-funded training and capacity building operation. This will include coordinating online, and in-person events focused on training, learning, networking and inspiring a widespread community of campaigners. These are delivered by SMK staff and by our experienced team of [Associates](#), with whom you will arrange scheduling, briefs and payments in a timely manner. You may be required to take an active role in the delivery of events both online or in person. This may also include the creation of web content and resources and for specific programmes, such as training programme guides or slide decks.

You will also work closely with the Events and Programme Manager, who oversees our open training and aspects of our consultancy programme to ensure your programmes complement one another, avoiding diary clashes or overstretch.

You will be required to support communications with funders, responding to queries and providing updates on project progress and outcomes, and attending funder meetings where necessary to support the Head of Programmes.

Programme MEL and reporting: this role will take responsibility for ensuring that all grant-related contact information is up to date on our CRM (Salesforce) in line with GDPR regulations and lead on the management and tracking of SMK's grant expenditure.

In terms of project outcomes, you will be responsible for facilitating and collating data to inform our monitoring, evaluation and learning using a range of techniques appropriate to the audience and funder requirements. This will include working with the Programme and Communications Support Officer to create content to promote and share the work of SMK (e.g. content for social media and promotion, such as writing blogs and developing videos).

Support new Trust & Foundation applications: This will involve researching funding prospects, collating evidence and content for applications or working directly on grant portals to upload information.

Overall, this role will involve building and maintaining strong partnerships and networks across the charity sector, and for you to be comfortable working with audiences as diverse as grass roots community activists and senior campaign professionals.

We have some excellent benefits including 25 days annual leave and Christmas closure as part of our commitment to work/ life balance.

About you

You will have the demonstrable ability to get to grips with the social change and campaigning sector if you're not already in it. And above all you will need excellent project management and relationship building skills with a solid background in grant fundraising.

Creative and organised, you will have the ability to bring agreed project outcomes to life and enthuse activists from a range of backgrounds. You will be able to build strong partnerships with funders and create buy-in for our organisation's strategic ambitions. You will be intellectually curious, responsive to feedback and follow campaign trends supporting campaigners to thrive and get results.

You will have a strong track record of collaborative working and will thrive in a small and ambitious team, having the flexibility to handle a broad and changeable workload.

Job description

- Manage the delivery of our grant-funded training and capacity building programmes.

- Work closely with SMK Associates coordinating work, tracking payments and managing schedules.
- Attend and support the delivery of online and in-person events
- Develop and create content in relation to grant-funded programmes such as web copy, slide decks or documents.
- Ensure effective grant programme communications with funders and other key stakeholders.
- Collect and analyse the data required to generate reports on any monitoring, evaluation and learning associated with grant outcomes.
- Research and support the development of new grant applications.
- Undertake any other duties as agreed with your line manager

Person Specification

We're committed to creating an inclusive culture where everyone can reach their full potential. We welcome applications from people in underrepresented groups. To ensure that everyone can apply and be part of our recruitment processes, where needed we will make reasonable adjustments to accommodate our candidates.

Please read more [here](#) about our commitment to solidarity, equality, diversity and inclusion.

Experience*

*We're interested in experience that's both job-related or gained through other areas of your life

Essential

- A clear belief in the Foundation's [objectives](#)
- Experience of managing and delivering complex projects
- Experience of working with Trusts and Foundations in managing grant programmes
- Excellent organisational skills, with the ability to manage your own workload effectively and take the initiative.
- Working knowledge of a range of monitoring and evaluation approaches and confidence in data collection, analysis and presentation.
- Able to build and maintain effective relationships with Associates, funders and other key stakeholders
- Excellent written, interpersonal and communication skills
- A team player, ambitious self-starter and a completer finisher.
- Willingness to work flexibly to meet the needs of a small team.
- A passion for campaigning and change-making

Desirable

- An understanding of the civil society and campaigning worlds, with a passion for understanding how change happens and following innovations
- Experience of writing and submitting successful grant fundraising bids, including using grant application portals.
- Knowledge of the following software: Office 365, Salesforce, Mailchimp.

How to apply:

If you're interested in the role, please apply via [Charity Jobs](#)

You will be asked to submit a CV and a cover letter. Your covering letter should be no more than two-pages (at a minimum font size of 11pt), and should address the following:

- Why you want the job
- How you meet the requirements of the role, as set out in the job description and person specification

Please note that generic application cover letters do not allow us to properly assess an application and will result in the application being screened out.

SMK is committed to being an equal opportunities employer and encourages those under-represented in the sector to apply. Before shortlisting, personal and educational identifiers (e.g. name, age, places of study etc) will be removed

We are committed to equality and providing a diverse and inclusive workplace. We particularly welcome applications from those who are significantly underrepresented in our sector, including disabled people and individuals from Black, Asian and Minority Ethnic communities.

- Applications close: **Tuesday 22nd April 2025, 11pm**
- Candidates successfully shortlisted will be notified by **Friday 25th April**, if you do not hear back from us by that date, please assume that your application has been unsuccessful this time.
- Interviews: **Wednesday 30th April 2025 online.**
- This post is currently vacant and ideally the candidate would start as soon as possible or within one month of the offer.

If you have any questions about the role or process, please email katie.roberts@smk.org.uk We are happy to discuss any accommodations

or adjustments needed to support your application or participation in the interview process. Please let us know how we can assist.