



# **Grants Commissioning Manager (Scotland)**

Recruitment Pack

**One Navy. One Family. By Your Side.**

## RNRMC Job Description

Job title		Responsible to
<b>Grants Commissioning Manager (Scotland)</b>		<b>Director of Relationships &amp; Funding</b>
Department	Post Number	Date Reviewed
<b>Grants</b>	<b>1094</b>	<b>20/01/2025</b>

### About the Royal Navy & Royal Marines Charity

RNRMC is the Navy's principal charity which exists to support every sailor, marine and their families, for life. We do this by offering grants to and working with, other organisations to deliver programmes that meet the needs of our beneficiaries. We work hard, engaging with supporters to help raise awareness and funds to deliver the outcomes required for today and tomorrow.

### RNRMC Values

In all your dealings, you will be expected to abide by the Values of the charity and act as a role model both internally and externally. The RNRMC Values are:

Beneficiary focused	We will use the best evidence available to achieve maximum impact on the lives and morale of those who serve today, or who have ever served, and their families.
Integrity	We will act with honesty and transparency in all our activities.
Commitment	We will demonstrate the highest ambition and commitment for our cause
Inclusiveness	We will recognise and celebrate diversity in the sector
Teamwork	We will always behave in a way that strengthens the sector

### Job Summary

The Grants Commissioning Manager (Scotland), with a focus on Faslane, is a senior manager working as part of the Grants team within the RNRMC at a time when the Charity's strategy has a real focus on beneficiary need and impact, managing RNRMC commissioned grants in Scotland, ensuring that the funds are awarded in accordance with the Charities Values and Outcomes Framework.

The role will work strategically with The Director of Relationships and Funding to support and deliver the charities funding plans for Scotland and support the Head of Commissioned Grants with all elements of the commissioning cycle including understanding need, designing projects, performance management of delivery and reporting of impact. Working with internal and external stakeholders, the role will involve the oversight and good governance of grants programmes to ensure quality, evidenced outputs, and value for money of projects.

In addition, you will lead and manage the Grants Administrator (Scotland, taking responsibility for actively and proactively supporting them to achieve in their post.

You will have previous skills and experience in working with a wide range of stakeholders across the statutory and third sector and possess the ability to inspire confidence, provide credible leadership, build and maintain relationships plus motivate and drive towards delivery of change at pace. In addition, you will have excellent interpersonal skills, be diplomatic and approachable with a strong ability to communicate verbally and in writing.

You will be a confident manager able to adapt to a changing environment with strong problem-solving skills and excellent judgement alongside a meticulous, accurate and disciplined approach to work. You will also possess good organisational skills and be able to prioritise a varied and busy workload and deliver to deadlines. You will be self-motivated and enthusiastic, be able to think strategically to resolve problems and make recommendations and present options for approval.

RNRMC operates a hybrid working framework involving the opportunity to work from home and in an RNRMC office. There will be a small number of roles where employees will be required to work only from our offices, but typically the majority of employees will be able to work remotely on average 40% of their working week. All employees are welcome to use our office for their whole working week if that is their preference.

## Responsibilities and Duties

### Commissioning – Relationships and Engagement

- Support and lead plans for beneficiary engagement (co-production) as a key part of commissioning cycle.
- Represent RNRMC in meetings or conferences.
- Develop and maintain effective working relationships with key partners locally and with RNRMC departments.
- Engage with experts, groups, families, and charities to map and directly inform future needs.
- Be the focal point for organisations/charities funded by RNRMC in Scotland.
- Working with Director of Relationships and Funding and the Commissioning Team, deliver/convene workshops and seminars to identify need and create an environment for effective partnership working.
- Work with the RNRMC Scotland and North-East Engagement Officer to ensure synergy and increased presence of RNRMC in the Faslane area.
- Work collaboratively with RNFPS colleagues to support serving personnel and their families.

### Grant Management

- Support cohesive grant giving, developing priorities of funding and a suitable mechanism for delivery in accordance with the 5 core RNRMC grant making values.
- Ensure the principles of the funding and outcomes framework are upheld against identified need and published outcomes.
- Deliver grants through the Grants Management System (GMS), Blackbaud.
- On behalf of EXEC ensure good governance and risk management complies with RNRMC Policy and procedures.
- Ensure that funding recommendations to Grants Panels and Trustees are in line with current grant making policies.
- Ensure funds are being spent in accordance with funding agreements.
- Work with the Communications team to plan activities and media coverage and providing case studies via monitoring returns to raise awareness of the beneficiary offer.

- Identify projects for corporate and major donor funding, ensure transparency and compliance with fundraising and grant making regulation.
- Provide returns and report to external funders (for projects in Scotland).

#### **Programme Management**

- Work collaboratively with Grants Team to ensure commissioning plans for each allocated programme are developed, monitored, reviewed, and updated.
- On behalf of EXEC define and monitor project budgets for allocated programmes including contingency, stage payments and adhere to financial regulations.
- Analyse and report monitoring trends to establish existing and emerging needs.
- Be responsible for the development and delivery of allocated programmes or projects delivered in Scotland to address gaps identified.
- Manage the AFCFT project delivery plan, monitoring and evaluation returns.

#### **Grants Management**

- Support RNRMC strategy to focus on beneficiary need and impact through the delivery of the GMS and utilisation of IT Tools.
- Support the development of the GMS and the development of outcomes and monitoring on GMS.
- Assist in the collection, review, and analysis reports from organisations to ensure impact.
- Assist with the design and production of RNRMC's annual outcomes and end of year reports.
- Work to improve grants reporting and needs analysis to inform future grant making and make a real difference for beneficiaries.

#### **Other**

- Act as a champion, displaying model conduct, behaviours and professionalism in accordance with our Aims, Values and Culture.
- Be a brand ambassador for the Royal Navy and Royal Marines Charity and be able to 'sell' and support the charity to external audiences.
- Rigorously follow organisational Safeguarding, Risk Management and Health and Safety policy and procedures.
- Undertake any general management and administration task in support of the delivery of the Funding Model.
- Support RNRMC in seeking ways to continuously improve.

#### **Line Manager**

- As a line manager, ensure behaviour and practices are excellent to be a role model and beyond reproach by staff.
- Ensure the efficient and effective management of areas of responsibility so that work of others is facilitated.
- Actively and positively line manage those that report into you to be effective in their role and ensuring their work practices are in accordance with RNRMC values and ethos.
- Monitor the performance of your direct reports, working in a proactive manner, and, in conjunction with your Head of Department / SLT member and HR, manage and support staff to achieve and maintain standards of performance, attendance, and conduct.

- Complete Professional Development Reviews (PDRs) for your direct reports, agreeing annual objectives and targets and ensuring regular reviews take place.
- Ensure your direct reports are supported in their career development, providing access to training and development opportunities as appropriate.
- Ensure direct reports are familiar with the department and charity policies, development plans and resources.
- Be a recruiting manager for the roles you line manage, taking responsibility for recruitment and selection of new member(s) of the team in conjunction with Head of Department / SLT member and HR, and in accordance with RNRMC recruitment policies.
- Ensure that newly appointed staff have a thorough and appropriate induction and are familiar with all aspects of the department resources, policies, and procedures and are supported in their roles.
- Complete probation reviews in a timely manner and in accordance with the probation procedure.

#### Team

- Adopt an 'in it together' team attitude, taking personal responsibility for fostering good working relationships amongst colleagues within the department and across the charity and working in a collegiate manner.
- Support the department in inducting new staff members and in developing colleagues.
- Support the department in seeking ways to continuously improve.

#### Self-Development

- Take responsibility for your own professional development, seeking advice from others for career-based matters.
- Fully participate in the annual Professional Development Review process and one to ones as required.
- Attend training sessions as and when required to ensure compliance with Health & Safety, Safeguarding, RNRMC Policies and procedures or other training programmes as directed.

This description is not intended to establish a total definition of the job, only an outline of the duties involved. You will be expected to carry out any other duties commensurate with the level of the post and which may reasonably be required by the Charity.

RNRMC may amend an employee's duties and responsibilities from time to time and may require you to undertake other duties and responsibilities as are necessary to meet the needs of the Charity.

Person Specification      Evaluation Key: APP = Application    AR = Application Review    SA = Skills Assessment    IV = Interview			
Education & Professional Qualifications	How Evaluated	Essential	Desirable
Educated to Degree level or equivalent qualification or qualified by experience	APP	✓	
Project Management Level 3 certification equivalent	APP		✓
Experience			
Comprehensive relevant commissioning knowledge and experience from the statutory or third sector	APP/AR	✓	
Previous experience in a comparable role with supervisory / team leading experience of a small team	APP	✓	
Proven experience and competence of funding, and partnership working	AR/IV	✓	
Experience and skills in building stakeholder relationships in a context where interests are not always aligned	AR/IV	✓	
Evidence of experience in successfully planning and delivering programmes, projects and services on time	AR/IV	✓	
Experience of working with CRM databases such as BBGMS	APP/AR		✓
Knowledge			
Computer literate; with knowledge and proficiency in using Microsoft Outlook 365 suite of tools: TEAMS, Word, PowerPoint, Excel so as to be self-sufficient in administration	APP/AR	✓	
Knowledge of the charity of military sector	APP	✓	
Skills and Aptitudes			
Understanding and empathy for the Royal Navy, Royal Marines and Charity Sector	APP/AR/IV	✓	
Models the key aspects of our culture including integrity, respect, being collegiate, awareness	APP/AR/IV	✓	
Demonstrates good interpersonal skills and the ability to communicate in a professional manner	APP/AR/IV	✓	
Demonstrates effective organisational and administration skills	IV/SA	✓	
Self-motivated with ability to use initiative and make decisions within own area of responsibility	AR/IV	✓	
Ability to work collaboratively with others and effectively as a team	AR/IV	✓	
Demonstrates patience and the ability to remain calm even in a challenging situation	IV	✓	
Possesses tact and discretion	IV	✓	
Demonstrates the ability to work with high levels of confidentiality	IV	✓	
Is flexible and adaptable to the demands of the role	AR/IV	✓	
Works in a methodical and systematic manner	IV/SA	✓	
Demonstrates high levels of accuracy and attention to detail	SA	✓	
Possess the right to work in the UK	APP	✓	

## Outline of Main Terms, Conditions & Benefits

Job Title	<b>Commissioning Manager (Scotland)</b>
Post Number	1091
Employee Name	Vacancy
Issue Date	01/04/2025
Start Date	From 01/06/2025
Location	Faslane, Scotland

## Contract Details

<b>Contract Details</b>	
Appointment Type	Permanent – Full Time
<b>Probationary Period</b>	
For new starters 6 months. Reviews will be held at 1 month, 2 months and 4 months, with a final review held at 6 months.	
End of Probation	On / around 6 months from start date
<b>Notice</b>	
Both employer and employee may terminate the appointment by giving the other not less than one months' notice in writing.	

## Remuneration

Annual Salary Range	£43,500 to £51,100
Hourly Rate	£23.9010 to £28.0769
<b>Pay Method</b>	
Salary will be paid in 12 equal monthly instalments by BACS transfer into the nominated bank or building society account on or around the 21 <sup>st</sup> of the month.	

## Hours of Work

09:00am to 5:00pm, Monday to Friday, which is equivalent to 35 hours per week excluding an unpaid break of 1 hour per day.

Hybrid working is offered 60/40, with designated in-office team days.

This may be subject to change according to operational needs.

## Weekly Work Pattern

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Total
Start Time	09:00	09:00	09:00	09:00	09:00			
AM Break								
Lunch	1 hour	1 hour	1 hour	1 hour	1 hour			
PM Break								
Finish	17:00	17:00	17:00	17:00	17:00			
<b>Total hrs</b>	7	7	7	7	7			35

FTE	1.00
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A certain degree of flexibility of hours is required for cover and to meet the operational requirements of the charity. Due to the nature of your position with the RNRMC you may be asked to work any additional hours that are reasonably required to fulfil the responsibilities of your job.

#### **Overtime**

A certain degree of flexibility of hours is required for cover and to meet the operational requirements of the department. Due to the nature of your position with the RNRMC you may be asked to work any additional hours that are reasonably required to fulfil the responsibilities of your job without additional remuneration.

#### **Holiday Entitlement per Annum**

The RNRMC holiday year runs from 1 January to 31 December. The annual holiday entitlement is 6 working weeks in every full holiday year (which equates to 30 days if you work a 5-day week).

In addition to the above, you are entitled to the recognised bank and public holidays in every full holiday year. Bank and public holidays for part-time employees are calculated on a pro-rata basis

The RNRMC traditionally closes the offices between Christmas and New Year and up to 4 days of your annual entitlement will be reserved / automatically assigned by RNRMC each year to cover this period of closure.

#### **Other**

##### **Absence**

If you are absent from work, in addition to Statutory Sick Pay (SSP), which is included in any sickness payments made to you by the Charity, the RNRMC operates a discretionary Charity Sick Pay Scheme, which differentiates between short and long-term absence.

##### **Pension Scheme**

In accordance with the Pensions Regulations 2013, eligible job holders will be automatically enrolled into the Occupational Pension Scheme with Standard Life

##### **Medical**

The post holder will be required to complete a medical declaration at the start of employment and, should the RNRMC require it, undergo a medical examination during their probation period by an Occupational Health Practitioner at RNRMC's expense

##### **Other Employment**

The individual is not permitted to undertake any work outside of the RNRMC without prior consent from the RNRMC; all requests should be submitted to HR in the first instance who will seek the relevant approvals from the CEO.

##### **Security Vetting**

Due to the nature of the role, you may be required to undertake Ministry of Defence Security Vetting. Your employment with the RNRMC, and continued employment, is strictly conditional upon the receipt of a satisfactory security clearance which is reviewed every 5 years.



Discretionary Non-contractual Benefits
Hybrid working - 60% in office and 40% home working
Cycle to Work Scheme
Employee Assistance Programme through Health Assured
Life Assurance (after one year's qualifying service)
Private Healthcare Scheme (after one year's qualifying period)
Standard Life Non-contributory Pension Scheme (7% contribution after 3 months qualifying period)
Enhanced Maternity Leave Package (after 2 year's qualifying period)
3 months Sabbatical Leave - unpaid (after 5 year's qualifying period)