

Job title: Heritage Manager (maternity cover)
Contract type: Fixed term three days/week maternity cover
Salary: £30,000 pro rata (£18,000)
Location: While GCHT is usually based at our offices in Glasgow city centre, the successful candidate will be required to work from home initially, but with site visits and meetings across Glasgow as required.

Hours of work

The normal full time working week is one of 35 hours, Monday to Friday. GCHT offers flexible working within the core working hours from 10 am to 4 pm with a minimum 30 minutes lunch break. This post would require 3 fixed days/week by agreement.

Annual leave

Annual leave entitlement for full-time employees is 25 working days plus 12.5 public holidays. The equivalent pro-rata entitlement is 22.5 days (including public holidays).

Pension

The Trust offers an auto-enrolment, local government contributory pension scheme for all staff (Strathclyde Pension Fund) with generous employer contributions.

Job description

The Heritage Manager (maternity cover) will take overall responsibility for the delivery of the new grants process, and management of a small team of Heritage Officers. You will work alongside the Heritage Manager responsible for the Trust's Heritage Activities and will report to the Deputy Director and Grants Committee.

Reporting relationship:

This post reports directly to the Deputy Director.

Key Responsibilities

Grants Programme Management

- Responsible for the Grants team, including line management of three Heritage Officers (Grants).
- Develop strong working relationships and a regular dialogue on Grant programme with the wider GCHT team.
- Oversee the grant application process from initial enquiry to evaluation of finished projects.
- Support Heritage Officers to track all grants enquiries and provide support to applicants and grantees
- Oversee the management of key communication to applicants (confirmation receipt, notifying successful and unsuccessful applicants, payments etc)
- Coordinate the Grants Committee, including collection of all necessary documentation and reports for panel members
- Issue grant offers and contracts to successful applicants, taking into account any conditions imposed by the Grants Committee.
- Coordination with Evaluation & Monitoring Officer and Heritage Officers to track, monitor and report progress.

- Manage the online grants enquiry & application process & database using Wordpress, Formstack and Filemaker.

Grant Management Policies and Procedures

- Focus on continual improvement in the grant management processes ensuring that the grant programme is operating efficiently and effectively
- Ensure that the Grants Manual is up to date regarding grant management policies and procedures.
- Assist Grant Officers with understanding compliance requirements of the grants
- Ensure timely and accurate payments are made to Grantees
- Training and coaching of the team with regards to grants management issues

Experience Required

- Proven track record of delivering grant programmes in collaboration with UK public sector bodies, ideally in a heritage, culture or arts context
- Experience delivering grants with public funds with grantees in the third sector,
- Experience of managing budgets and tracking payments and expenditure.
- Some PR & marketing experience, using social media and other tools to reach a pool of diverse and representative grantees would be an asset.
- Proven ability to line manage and motivate a small team to work effectively
- Strong interpersonal skills and the ability to quickly build strong relationships with colleagues, the private sector and third sector stakeholders
- Strong IT skills and experience of web forms, website content management and use of databases.