

**ABF THE SOLDIERS' CHARITY  
JOB SPECIFICATION**

Job Title:		Responsible to:
<b>Head of Individual Grants</b>		<b>Director Grants and Welfare (DGW)</b> June 2018

**Primary Roles.**

To lead and manage the delivery of individual grants, including overseeing the Charity application process, incoming enquiries and applications, and the delivery of advice and charitable assistance.

**Specific Tasks.** Responsible to DGW for:

**Management**

- Line Manage the 2 Grants Officers and XO Post in the Welfare Team.
- Lead on safeguarding and data protection issues within the branch. Investigate and manage complaints, including drafting letters as appropriate.
- Prepare the annual budget for individual grant-giving expenditure, and proactively monitor and manage the budget throughout the year.
- Deputise for DGW in their absence, if required to do so.
- Undertake any tasks not necessarily related to specific casework as directed by DGW.

**Individual Grant Making**

- Assessment, approval and processing of grant applications for individuals, not exceeding £4,000, through Regimental and Corps Charitable Funds.
- Management of applications for benevolence of designated Benevolent Funds on behalf of individuals.
- Management of the ABF The Soldiers' Charity Bursaries Scheme.
- Management of ABF The Soldiers' Charity Annuities Scheme.
- Assessment, approval and processing of applications for grants towards Care Home Fees.
- Supervision of all daily grants payments.
- Be the main point of contact with case working organisations in relation to policies and procedures, and the provision of associated charity materials, including the Charity Benevolence Guidelines.
- Lead on Salesforce (Welfare IT system) and the interoperability with Cobseo Casework Management System (CMS). Attend the CMS and Casework Working Groups.
- Liaison with and advice to Regimental and Corps Secretaries on individual grants applications.
- Production of the proposed allocations and monitoring, with XO, of the annual individual grants awarded through allocations to specific charities for Grants Sub Committee
- Assessment, approval and processing of applications for individual grants towards other service charity organisations.

## **Communications and Information**

- Representing the Charity, on behalf of DGW, at relevant external events and group meetings.
  - Giving presentations on the benevolent work and policies of the Fund.
  - Routinely present on behalf of the Charity to the Army UWO Course and SSAFA Caseworkers course.
  - Research and production, with the XO, of briefing notes on welfare/benevolence matters as required by the DGW or other Charity departments to support fundraising and or events.
  - Production of the annual return, coordinated with XO, on Regimental benevolence.
  - Assisting in preparation of briefing papers for internal and external committees and the annual report produced by the XO for the Regional Planning Groups.
  - Advice in response to individual enquiries.
  - With the XO, monitor the production of potential case studies.
  - Deal with routine Welfare & Grants enquiries by email and phone.
- 
- Annual review and production and monitoring of individual grant giving policies and procedures.

## Qualifications

<b>Essential</b>	<b>Desirable</b>
A level or equivalent Level 3 qualification	

## Knowledge / Experience

<b>Essential</b>	<b>Desirable</b>
Direct line management experience of staff	Knowledge / experience of the Army – previous Unit Welfare Office
Experience of operating effectively at management level in an organisation	Experience of grant making
Experience of effective budget management	Head of grants team within a charity
Proven ability to help shape and deliver policy	Knowledge and awareness of State Benefits System
Proven ability in welfare casework, including dealing with data protection and safeguarding issues	
Sound IT and administrative background	

## Competencies

<b>Essential</b>	<b>Desirable</b>
Leading and Supervising – providing others with clear direction,	Adapting and Responding to Change – demonstrating flexibility in

motivating and empowering, and setting appropriate standards of behaviour	adapting to changing circumstances, accepting new ideas
Relating and Networking - establishing good relationships with colleagues, beneficiaries and external contacts, relating well to people at all levels	Persuading and Influencing – analysing data, making rational judgements from the available information and analysis
Deciding and Initiating Action – taking responsibility for making prompt, clear decisions which may involve difficult assessments	Presenting and Communicating Information – speaking clearly and fluently, articulating key points, projecting authority and undertaking presentations with skill and confidence
Delivering Results and Meeting Customer Expectations – focusing on customer needs and ensuring a high standard of delivery both in terms of quantity and quality	Writing and Reporting – writing clearly and succinctly, in a well-structured and logical way
Working with People – listening, supporting and consulting with others, recognising their contribution	Planning and Organising – managing time effectively, meeting deadlines and prioritising workload
Adherence to Principles and Values – demonstrating the highest levels of integrity, promoting and defending equal opportunities and organisational values	Coping with Pressure and Setbacks – working productively and maintaining a positive outlook at work