

ARMY BENEVOLENT FUND
JOB DESCRIPTION

Job title: Director Grants & Welfare	Direct Reports: Grants Officers x 2 XO Grants	Responsible to: Chief Executive
Salary Band:0 Full time 35 hours per week, based in London Office		Reviewed: July 2024

Role

The Director Grants & Welfare is responsible for the development, management, and implementation of and a balanced and effective grants programme, which addresses immediate need and underlying causation, with associated priorities for spend.

In so doing, DGW will work in close coordination across the sector, with MoD & other Government Departments, Cobseo and Veterans Scotland, the Army Chain of Command, other charities and organisations, and the Army's regiments and corps.

Job Specification

Specific Tasks

A senior Executive of the Charity, working closely with the CE and Senior Management Board colleagues. Responsible to the CE for the:

- Preparation, development and maintenance of the annual Grants Plan and in-year budget as one element of the charity planning cycle.
- Maintenance, on a conditions-based approach, of at least the existing level of benevolence spend through individual grants and the grants to charities programme.
- Maintenance and assurance of the associated assurance regime.
- Improve coherence and prioritisation with the other sS benevolence funds and the AFCT.
- Identification of opportunities for capital investment in long-term projects addressing causation, with associated priorities for spend.
- Preparation of a rolling mid-term forecast of requirements and projected expenditure.
- Analysis of overall effectiveness of grant making to individuals and charities including coordinating a visits program by the Grants Committee and Trustees.
- Co-ordination of policy with current Regimental and Corps Secretariats.
- Development of the annual benevolence budget.

Supporting Tasks

- Support Director Fundraising in the delivery of an effective and efficient plan, through the provision of grants data and information to support fundraising initiatives.
- Support Director Communications & Marketing, through the provision of input to and support at briefing events for public officials. Provide introductions to publishers of key regimental and corps newsletters and assist with relevant supporting information (e.g. grants recently made to relevant regimental or corps charity).

Liaison Committee Roles

Liaison with MOD (Pensions, Compensation and Veterans), SPVA, and Army HQ and Regional Command, Armed Forces Covenant Trust and all charities that assist service and ex-service people and their dependants.

Membership of the following committees:

- Charity Senior Management Board
- Veterans Scotland – Director of Board
- Army Widows Association – Trustee
- Casework Work Management System Board
- Casework Steering Board
- Irish Ex Services Trust.
- DBS – Customer Advisory Board
- Cobseo Non-UK, Female Veterans, Funders Group, and Research Clusters
- Army Welfare Grants Committee
- Army Central Fund – Pre-Meeting

Person Specification

Experience/Knowledge/Skills/Educational Standards:

- The post holder likely to be educated to at least degree level, or have relevant professional experience, and may well have other management qualifications; he/she must keep up with relevant trends/developments.
- A confident, dynamic, empathetic and decisive senior manager with strong leadership and coaching skills, who will work well with charity employees and stakeholders at all levels to achieve common shared goals.
- Knowledge of general management best practices.
- Senior military experience (with a background in MOD staff posts and personnel staff posts) would be highly beneficial, given the post's lead on working very closely with

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the MoD, Army (and its regiments and corps), and our Royal Navy & Royal Marine and Royal Air Force counterparts.

- An appropriate level of understanding of charity law and regulations is desirable, although training can be provided.
- Experience of managing diverse and complex tasks. Must have relevant experience of co-ordination and team working with senior employees with a range of skills.
- Excellent writing skills; articulate, able to write succinct and accurate reports, policy papers, speaking notes, briefs and other correspondence in clear and effective language.
- Outstanding organisational skills, being an executive of note in the military, charity or business sectors.
- Financially astute, with some familiarity with financial management and management planning at an appropriate senior management level.
- Competent IT user with reasonable familiarity with data, databases and IT/IS systems.