



THE RCN FOUNDATION

JOB DESCRIPTION FORM

Job title:	Benevolent Grants Manager (maternity leave cover)
Department:	RCN Foundation
Reports to:	Head of Grants and Impact
Key relationships:	Grants Officers RCN Foundation Grants Manager RCN Foundation Team Board of Trustees
Hours:	35 hours per week (Required to work flexibly to meet the requirements of the job. Occasional travel within the UK with occasional overnight stays and extended days required to fulfil the duties of the post)
Grade:	F
Location:	RCN Foundation, 20 Cavendish Square, London W1G 0RN, with hybrid working

JOB PURPOSE

The Benevolent Grants Manager will be responsible for managing a first-class benevolent grants service at the RCN Foundation, which is bespoke to the nursing and midwifery profession, making key decisions relating to our grant making activity to individuals in the profession and reporting on the impact of the service.

The postholder will run the benevolent grant service until early 2027, which will incorporate assessing applications, agreeing grants, monitoring and reporting on outcomes and impact. They will also provide support through the provision of a relevant and comprehensive signposting service tailored to the needs of the nursing and midwifery profession.

The postholder will manage a Grants Officer, whose role is to support the delivery of the service.

KEY RESPONSIBILITIES

1. Specific role responsibilities

- Manage and deliver the RCN Foundation's Benevolent grant-making service to individuals in the nursing and midwifery profession.
- Ensure that the application process is streamlined and efficient, providing the best possible empathetic and inclusive service within agreed timelines.
- Assess grant applications based on grant-making policies and criteria, reaching a judgement and liaising with the applicant. Communicating the decision and paying or declining the grant as appropriate.
- Advise the Head of Grants and Impact on grant-making processes and procedures, best grant-making practice, current charity legislation and the rules laid down by the Charity Commission. Contribute to consideration of grant-making strategy.
- Keep abreast and be knowledgeable about any changes in the benefits system that will impact the grant-making service.
- Identify opportunities to provide non-monetary support to members of the profession through a signposting service as required. Identify new and appropriate routes for this service as appropriate.

2. Grant Management and Reporting

- Support the Head of Grants and Impact to oversee and evaluate the service.
- Identify trends in relation to the nursing and midwifery professions which may inform current provision and future strategy.
- Provide quarterly update reports which monitor the quality and impact of the service for the RCN Foundation Grants Committee and Board of Trustees.
- Provide a comprehensive annual report to the Grants Committee which evaluates the quality and impact of the service and identifies next steps to enhance the provision.
- Undertake regular reviews of the service's policies, systems, processes and criteria to identify opportunities to improve ways of working and the overall impact of the service.
- Meet regularly with the Head of Grants and Impact to provide updates on the work of the benevolent grants team.
- Ensure the timely and accurate recording of activities and transactions with applicants through the RCN Foundation's online application portal and CRM. Ensure records are accurate and complete so we know the status of applications and awarded grants at any time and reporting and payments completed to schedule.

3. Management responsibilities

- Manage the Benevolent Grants Officer, setting and communicating team and individual performance standards, and setting and agreeing objectives which align to RCN strategic and operational objectives; and ensuring that team members deliver against their standards and objectives.
- Be responsible for managing the Benevolent Grants Officer, supporting, motivating and developing them, through continuing conversations, 4Q reviews: identifying learning and development needs and ensuring that they are met.
- Be responsible for the ongoing development and improvement of the benevolent service, ensuring that it is adhering to best practice and that the postholder's own knowledge is up-to-date.
- Meet agreed key performance indicators for the service, reporting against these as required.
- Contribute to the development of the Foundation's overall grant-making strategy and plans.

4. Financial responsibilities

- Be responsible for budgeted income and expenditure in relation to benevolent grant-making activities.
- Provide a monthly report on income and expenditure in relation to grant-making activities, explaining variances and identifying areas of risk.

5. Collaborative Working

- Work with colleagues within the RCN Foundation, the RCN and more widely to ensure that your knowledge and understanding of key issues in nursing and midwifery is as well informed as possible.
- Liaise with third party organisations providing services that support the delivery of the Foundation's benevolent activities.
- Work collaboratively as a member of the RCN Foundation's wider team in a co-operative, flexible and team-based environment.
- Liaise with other individuals and organisations to provide a prompt and helpful service to potential applicants enquiring about the RCN Foundation's wider work.

6. Communications

- Maintain the relevant sections of the RCN Foundation's website and sign-posting hub, to ensure information is accurate, up-to-date and as informative as possible to the sector.
- Ensure that the technological aspects of the service (e.g. the online application portal, CRM) are working well, and that any issues that are identified are addressed in a timely manner and have a limited impact on service delivery.
- Source case studies for communication purposes.

7. Additional responsibilities

- Champion equity, diversity, inclusion and human rights and be responsible for contributing to achieving the commitments set out in the RCN Group equality, diversity and inclusion statement.
- Treat colleagues, members, customers and others with respect in line with our values and Our Respect Charter.
- Maximise all opportunities available to:
 - encourage member recruitment and promote the benefits of joining the RCN
 - promote the RCN as the organisation that represents nurses and nursing, and that promotes excellent in practice and shapes health policies
- Support member ballot and industrial action activities when required.
- Comply with the RCN Data Protection Policy, Retention Schedule and department procedures to ensure personal data is always protected.
- Undertake any other duties as requested in line with the job role.

Job description updated by:
Sarah McGloin Head of Grants and Impact
15 September 2025