**Candidate Information**

**Grant Manager, Places for Everyone**

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| **Salary:** | Grade I: £37,004 per annum (pro rata for part time hours) |
| **Hours:** | 37.5 hours per week  This job is proposed to be full-time but we are happy to discuss working hours and patterns to suit individual circumstances. Job share options may be considered. |
| **Contract:** | Permanent |
| **Disclosure:** | PVG Scheme is not required for this position |
| **Base:** | Sustrans office in Edinburgh or Glasgow with the flexibility to work from home, or home-based within reasonable travelling distance from Edinburgh or Glasgow. |
| **Travel:** | A key part of being the Charity that makes it easier to walk and cycle is that most colleagues cycle, walk, wheel or use public transport for the majority of their work journeys. We support this with access to a Sustrans pool bicycle and National Standards Cycling Training. |
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**Job or Project Specific Information**

The purpose of this post is to contribute to the leadership of the Places for Everyone Programme.

The Grant Manager is a wide-ranging role with opportunities to work with active travel delivery partners, communities, Transport Scotland and other key stakeholders across Scotland.

The post holder is responsible for managing a PORTION of the Places for Everyone programme portfolio, the approximate value of which is currently £170m. You will work with other Grants Managers and the Heads of Programme, to ensure the delivery of projects against a range of financial and performance targets set in conjunction with our clients.

As well as providing leadership to your team, you will have oversight of and hold relationships with partners, clients and other stakeholders.

You will be expected to work collaboratively across the organization with other programmes, services and a Programme Management Office.

**Specific Role**

You will have responsibility for the provision of grants and support to organisations developing and implementing active travel infrastructure.

In liaison with partner organisations and your team of Grant Advisors (including a number of Senior advisors), you will oversee the management of grants and support used for the delivery of projects from concept through to construction stage. These projects will deliver high impact infrastructure changes across Scotland encouraging more people and journeys by cycling, walking and wheeling.

You will be tasked with developing and maintaining the grant assessment and management process in liaison with the Heads of Programme, Grants & Support. You will ensure change control and escalation routes are effectively managed to track and support projects to deliver against scope, timescales and budget.

You will work with the other Managers in Places for Everyone and our Design Engineering and Assurance team responsible for support services.

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| **Where this role sits in the structure:** |  |

**Job Description - About the Role**

**Overview**

You will lead, develop and manage a team with a focus on grant management and evaluation and ensure the quality of projects in your region with the support of the Design and Support teams.

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| **Where this role sits in the structure** | Reporting to the Head of Programme, Grants  Working closely with other Managers, Programme Heads, Senior Programme Management Office Manager, Project Managers, and other post-holders providing a range of services.  Each Manager will have responsibility for line management of up to 5 roles (circa). |

**Key Responsibilities**

Responsibilities may include:

1. Provide leadership, expertise, support and guidance to a team of Grant Advisors and Senior Grant Advisors.
2. Manage the capacity and capability of Grant Advisors to ensure the appropriate training and development opportunities are provided, while ensuring projects in your portfolio receive adequate oversight and support.
3. Work with key stakeholders ad hoc, such as Scottish Government, Transport Scotland, local government and Active Travel Delivery Partners to represent Sustrans in matters relating to the design and delivery of active travel in Scotland.
4. Ensure your team work within the UK Programme and Project Management Framework.
5. Contribute to the robust management of programme and project controls to provide client assurance on performance, risk and issue management, governance, change control, benefits realisation, information management and assurance.
6. Manage project issues that are escalated for resolution by project teams and deputise for Heads of Programme, representing Sustrans on the governing boards of the largest partner projects and programmes.
7. Work with IT to ensure the programme is supported with adequate IT systems to enable good project and programme management.
8. Contribute to the accurate and timely reporting on all aspects of programme and project management performance for internal and external assurance.
9. Ensure proactive resource management within your team and assist in the identification of support requirements from other teams, while maintaining the right balance between programme and partner projects requirements.
10. To liaise with monitoring and evaluation colleagues to support the monitoring, evaluation and reporting of projects and to develop a clearer post-construction process to allow revision of projects where required.
11. Manage resource from the Partner Relations, Communications and GIS teams to ensure that the programme is promoted widely to applicants, stakeholders, Transport Scotland and the general public.
12. Development of key areas of the programme, as commensurate with your own background, skills and experience as agreed with the Heads of Programme.

*We don’t expect anyone to be an expert in all these areas and as long as you meet the person specification we can train you in any gaps.*

**Person Specification**

The following criteria sets out the method by which the skills, knowledge and experience will be assessed against. Our website has a useful guide about how to make a great job application.

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|  | **Application Form** | **Interview** |
| **Specific experience required** |  |  |
| Relevant previous experience in managing large scale programmes or projects | x | x |
| Proven track record of leading, managing and developing a team | x | x |
| Experience of successful working across organisations in a programme setting | x | x |
| Experience of working with external stakeholders including communities, clients, partners | x | x |
| Experience of managing grant funding programmes | x | x |
| Proven track record in managing budgets, risks and delivery | x | x |
| **Skills and Abilities** |  |  |
| Good organisational skills (including time management skills and a methodical approach) | x |  |
| Excellent leadership and motivational skills |  | x |
| Ability to understand complex budgets | x | x |
| Excellent problem-solving skills | x | x |
| Excellent stakeholder engagement skills; ability to build relationships with project partners, community groups and the general public; ability to persuade stakeholders | x | x |
| Strong communication skills (including presentation, written and verbal/interpersonal) |  | x |
| **Specific knowledge required** |  |  |
| Knowledge of transport and active travel infrastructure delivery and best practise | x | x |
| Understanding of the legislative and policy context from pre-concept to construction and maintenance | x |  |
| Good understanding of sustainable transport | x |  |

This document does not form part of the contract of employment but does outline our expectations.

If we need to amend this document in the future we will consult with the post holder before doing so.

**Everyone at Sustrans**

**Our values guide us in everything we do:**

* Including everyone
* Having the courage to question
* Acting local, thinking big
* Getting things done, together
* Always learning.
* Sustrans has clear health and safety policies and it is essential that all our colleagues follow these. Very often our teams come into contact with young people through schools work or community engagement so it is everyone’s responsibility at Sustrans to comply with our Safeguarding policies.
* One of our key strategic goals is to be a charity “for everyone”, building a more diverse and inclusive Sustrans. We recognise there is much more we can do to bring together diverse life experiences and voices to enable us to more fully understand, access and represent the communities we work in. Everyone at Sustrans should support this goal and follow our Equality, Diversity and Inclusion policies and procedures.
* Sustrans asks that all our employees develop their skills, knowledge and experience through training and personal development activities. Sustrans will support you with clear objectives and a supportive management culture - our teams tell us that one of the great things about working for Sustrans is the learning and knowledge sharing opportunities.
* It is very important that our colleagues are happy and able to work with IT systems - we use Microsoft programmes and other databases every day (we will train you on our bespoke systems).
* It is also important that everyone at Sustrans supports and follows with the charity’s guidance on branding/key messages and contributes towards raising Sustrans’ profile.
* Everyone at Sustrans is required to work their contracted hours and record their time – if extra hours are worked then we can take time off in lieu.­
* We ask that everyone in Sustrans helps us to develop new opportunities for funded work and builds excellent relationships with our delivery partners and stakeholders.
* Two of our values are *we get things done, together* and *we’re always learning.* Managers often require their teams to get involved in activities that are outside of their job descriptions as we feel this is one of the ways you can learn on the job, develop new skills, make new contacts and progress your career with Sustrans.