

- Are you interested in grants assessment and management?
- Do you enjoy building relationships with organisations and grassroots groups and supporting them to deliver impact in their communities?
- Are you passionate about making a positive difference to society through funding and supporting the least active to become physically active?
- Do you believe in the power of physical activity and sport to improve people's health and wellbeing?
- Do you want to work for one of the leading funders of initiatives that support people to be more physically active?

About The Trust

Created in 1981 by London Marathon co-founders Chris Brasher and John Disley, The London Marathon Charitable Trust (The Trust) is one of the UK's major charitable funders of initiatives to support people in leading active and healthy lives.

The Trust is the parent charity of London Marathon Events (LME), and both organisations share a mission to Inspire Activity. LME inspires activity by organising world-leading mass participation sporting events including the TCS London Marathon, RideLondon and Swim Serpentine. Every year, after costs, the surplus income generated by LME is passed as corporate Gift Aid to The Trust, who use this to inspire activity by funding projects that encourage and champion participation and diversity in physical activity.

Since 1981, The Trust has awarded more than £97 million to more than 1,500 projects, in London, Essex and across the UK. The Trust recognises the value of all kinds of physical activity, from team sports like football and rugby, to individual activities like running and swimming, and other ways of being active like play, dance, walking and gardening. It's an incredibly exciting time for The Trust, having recently finalised a new organisational strategy which prioritises inspiring activity for children and young people and increasing participation in physical activity for marginalised groups and communities. Through this new strategy, The Trust aims to support those who may need the most help to be active, so that many more people can lead active and healthy lives - continuing the legacy of the co-founders.

About the Role

The Funding Officer is a key member of The Trust's Funding Team with responsibility for grants assessment, management and administration and the use of data and insight to support the work of the Funding Team. This includes assessing applications for funding, making recommendations on grants, reviewing progress reports and payment claims and monitoring and evaluating the impact of funded projects.

The Funding Officer will support the Funding Managers and wider Funding Team to ensure The Trust's funding delivers against organisational strategic objectives, meets the needs of funded organisations/projects, and maximises the impact for beneficiaries.

The Funding Officer will manage day-to-day relationships with funded organisations. A confident communicator, the Funding Officer will be comfortable communicating with a wide variety of people, both internally and externally.

They will bring demonstrable experience of grants assessment and management in a relevant role and/or sector. They will have excellent organisational skills, attention to detail, a methodical approach to work and a strong knowledge of grant-making processes. They will be confident in shaping and developing guidance and resources to support applicants for funding and funded organisations. They will be experienced in using databases and in managing financial information. Experience of using grantmaking databases and managing funding relationships are desirable.

They must demonstrate a commitment to the London Marathon Group's vision of 'Inspiring Activity', and to the values of the London Marathon Group. They will demonstrate a deep and genuine commitment to improving society, and to improving the lives of the most disadvantaged people in communities in London and beyond. They will be committed to maximising the impact of The Trust's funding.

Responsibilities

Grants Assessment, Management and Administration (60%)

- Assessing applications for funding on their feasibility, likely impact and ability to deliver key outcomes linked to The Trust's strategic objectives and making recommendations for funding so that decisions can be made by senior leadership and Trustees.
- Acting as a key point of contact while funded organisations are delivering projects including reviewing payment claims and progress reports and identifying any risks or opportunities attached to projects and partnerships.
- Reviewing and developing guidance and application processes for funding programmes.
- Monitoring and evaluating the impact of The Trust's funding including monitoring the delivery of outcomes by individual projects and partnerships.
- Developing and maintaining relationships with key local and strategic partners with the aim of growing a pipeline of high calibre applications and identifying opportunities for collaboration.
- Developing resources to support applicants/grantees to deliver our shared objectives, including guidance documents and best practice advice.

Database Management and Insight (20%)

- Maintaining accurate records for all grants in your portfolio so that key data on individual projects and programmes can be effectively monitored and reported.

- Collecting and organising relevant data to inform The Trust's impact assessment, learning and strategy development work.
- Undertaking research and consultation to collect qualitative and quantitative data relevant to The Trust's grant-making.
- Maintaining relationships with funded organisations with a view to identifying opportunities to further support delivery of key outcomes for the Trust and to learning about the impact of our funding.

Reporting (10%)

- Producing and presenting reports for the Funding Team, Grants Committee, Trustees and internal/external partners and stakeholders as required.
- Preparing robust papers for Peer Review, Grants Committee and Trustee meetings, with clear recommendations relating to funding decisions.
- Contributing to the production of LMCT's Annual Impact Review and Annual Report and Accounts as required.

Other Responsibilities (10%)

- Contributing as required to Trustee and committee meetings.
- Representing LMCT at grantee/partner/stakeholder events as required.
- Contributing to Group-wide strategic work (e.g. Diversity, Equity & Inclusion; Sustainability).
- Attendance at LME/LMCT all staff meetings.

Person Specification

- Embody The Trust's core values: Inspiration, Togetherness, Enabling, Excellence, Integrity.
- Understanding of the charity sector, community sport/physical activity sector, Trusts/Foundation, sport for development and public health issues.
- Knowledge of London and its communities, including issues affecting Londoners and their physical activity levels
- Experience of grants assessment and management or other relevant, transferable experience.
- Experience of using funding databases / grants management software (such as Blackbaud) is desirable.

- Experience of analysing qualitative and quantitative information to inform impact assessment work.
- Strong organisational, communication and presentation skills.
- Excellent research and analytical abilities.
- Interest in improving community health and wellbeing outcomes.

What do we offer?

- An opportunity to make a positive difference to society.
- An incredibly rewarding job.
- A charity that you will be proud to work for.
- Inspiring organisational culture and values.
- Flexible ways of working to take account of individual's needs
- Involvement in delivering LME's inspirational mass participation events.

The other benefits

- 25 days holiday pro rata, plus bank holidays and a 10-day Christmas shutdown.
- £480 annual wellbeing allowance (pro-rata).
- Personal health insurance.
- Excellent employer contributions into our pension scheme (8% of qualifying pensionable earnings).
- On site bike storage and showers.

Recognised as one of the UK's Best Medium Workplaces and a top 20 Best Workplace for Women by Great Place to Work, we're working hard to ensure we're a truly inclusive place to work. This means we don't just look at your CV. We're more focused on who you are and the potential added value you'll bring to The London Marathon Charitable Trust.

We strongly value diversity within our workforce, and recognise that different people bring different perspectives, lived experience, ideas and culture to the company. This difference brings with it great strengths, including diversity of thought and innovation.

We also know that everyone has a life outside work, so we're open to discussing flexible working options, provided we can balance your needs with those of the charity and its beneficiaries.

We'll do everything we can to support you during your application. If you need us to make any adjustments to our recruitment process to accommodate your needs, feel free to contact our People and Culture Team who will be happy to support you.