



# Grants Manager

**Closing Date: 3 March 2021**

## Recruitment Reference:

HES/21/011

## Starting Salary:

£25,602 per annum

## Salary Range:

£25,602 -£32,028 per annum

## Pay Band:

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## Directorate:

Finance & Performance

## Location:

Longmore House,  
Edinburgh

## Line Manager:

Grants Team Leader

## Contract Type:

Fixed-term until September 2021 with the possibility for extension

## Working Hours:

Full time (37 hours per week)

Thank you for your interest in the post of Grants Manager with Historic Environment Scotland, based at Longmore House, Edinburgh. This is a fixed-term and pensionable appointment.

The successful candidate will have knowledge of grants management, experience of managing multiple projects and excellent communication skills.

## About us

We are the lead body for Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education and environmental protection. We're at the forefront of researching and understanding the historic environment and addressing the impact of climate change on its future. We investigate and record architectural and archaeological sites and landscapes across Scotland and care for more than 300 properties of national importance. We have a People Strategy, which is an overarching strategy to ensure we support and develop staff within the organisation.

## Our Vision

Our vision is that Scotland's historic environment is cherished, understood, shared and enjoyed with pride by everyone.

## Our Priorities

- The historic environment makes a real difference to people's lives
- The historic environment is looked after, protected and managed for the generations to come.
- The historic environment makes a broader contribution to the economy of Scotland and its people
- The historic environment inspires a creative and vibrant Scotland
- The historic environment is cared for and championed by a high performing organisation.



## Overview of the post and information about the team

The Grants Team has a budget of around £14m, funding projects across Scotland which conserve, celebrate and widen access to the historic environment. HES Grants support community groups and heritage organisations.

The successful candidate will provide advice to potential grant applicants, assess grant applications and make recommendations to decision makers. They will also manage a caseload of grants in delivery, processing grant payment requests in a timely manner and effectively monitoring any risks to HES investment.

The role will report to the HES Grants Team Leader and may involve some line management of staff. The post is based in Edinburgh with some travel across Scotland for site visits and meetings but will be working from home for the foreseeable future due to COVID-19 restrictions.

## Key responsibilities, duties and objectives

- Providing advice and guidance to applicants
- Assessing grant applications under a range of programmes, seeking expert advice as appropriate from other directorates within HES
- Drafting panel and approval papers and presenting recommendations to decision panels
- Monitoring a caseload of live projects with respect to progress, expenditure (current and future) and risk
- Preparing and issuing grant offer documentation and liaising with solicitors on legal matters
- Checking payment requests and maintaining accurate financial records
- Liaising with grantees and communications colleagues to ensure that grant-aided projects are effectively promoted
- Representing HES at project meetings, openings and other events
- Assuming responsibility for relevant areas of the team operating plan as required
- Line management of more junior staff as required

## Post Competencies

You will be assessed against these competencies during our selection process.

### **Core Competencies:**

- Delivering excellent Service – Demonstrating a commitment to quality services
- Teamwork - Contributing to and supporting working together
- Planning and Organising - Putting plans and resources in place to achieve results
- Communication - Communicating appropriately and clearly
- Knowledge & Expertise - Applying and developing knowledge and expertise to achieve results

### **Management Competencies:**

- Achieving results - Focusing on the delivery of objectives
- Leading a Team/Project/Task – Focusing on leading a Team/Project/Task or developing people.



## Knowledge, skills and experience

You will be required to demonstrate that you meet the requirements and qualifications below as part of the selection process.

### Essential requirements:

- Demonstrable knowledge of grant making processes
- Experience of successfully managing multiple projects
- Experience of monitoring spend against a budget
- Fully IT literate and able to use Microsoft Office
- Proven experience of liaising with the general public
- Excellent written and verbal communication skills

### Desirable requirements:

- Experience of working in the historic environment or heritage sectors
- Driving licence or alternative method of transport in order to travel throughout Scotland, including to remote, rural locations.



## What we offer

We welcome applications from all nationalities, ensuring that they have the right to work in the UK and applying for a job with us could open the door to a unique work environment. It could also give you job satisfaction and excellent development opportunities, plus a competitive salary, 25 days paid holidays (rising to 30 days after 5 years' service) and 11.5 public holidays a year – pro rata for part time staff.

In addition we offer a great benefits package to our employees which includes:

- flexible working hours (where appropriate)
- special leave
- maternity/paternity leave
- adoption leave
- reimbursement for relevant professional subscriptions
- support for further education and personal development
- study leave for work related courses
- access to a learning resource centre

## Health and welfare

We offer you access to:

- our Employee Assistance Programme – for confidential advice and counselling
- an occupational sick pay scheme
- discounts at some local authority leisure facilities
- interest free loans for bicycles and annual travel passes (see 'season ticket' below)
- reasonable adjustments when needed, as part of our Equalities policy

## Staff discounts

You will receive:

- free entry to all of our properties (with up to three guests)
- free entry to English Heritage, Manx and Cadw properties
- 20% off purchases in our retail outlets

## Season tickets

You can receive an advance to help with the cost of buying an annual season ticket for travel between home and work. The advance is then repaid from your salary over the life of the season ticket. Available to all permanent and fixed-term staff.



## How to apply for this post

You can apply on-line by visiting our website at <https://applications.historicenvironment.scot/>.

Guidance on completing the application can be found in the 'Guidance notes for applicants' document, also available at the above website, which we recommend that you read, in conjunction with this Job Description.

Your application must arrive by the advertised closing date. Please note that when applying online, we will only be able to see your application once you fully submit it.

If you are unable to complete an online application form, please email [recruit@hes.scot](mailto:recruit@hes.scot), quoting the job title and recruitment reference, and we will arrange for an application form to be sent to you.

Please note that, as we operate an electronic recruitment system, we will contact you via the email address that you provide in your application to inform you of the outcome of your application.

For further information about the post, please contact Gail Williamson at [Gail.williamson@hes.scot](mailto:Gail.williamson@hes.scot).

Applications are especially welcome from those who have Gaelic language skills.

Thank you.

Human Resources  
Historic Environment Scotland