

	Job Description
<b>Role</b>	Grants and Impact Executive
<b>Reporting to</b>	Head of Impact
<b>Background and Context</b>	<p>Children’s Health Foundation (CHF) is focused on raising funds to fulfil our mission of providing world class medical facilities, research and compassionate loving care for every sick child in Ireland cared for in Children’s Health Ireland (CHI) hospitals and urgent care centres. The Foundation supports Crumlin and Temple Street Children’s Hospitals, National Children’s Hospital Tallaght and Connolly Urgent Care Centre.</p> <p>The creation of Children’s Health Foundation in 2019 brought together the existing Temple Street Foundation and The Children’s Medical and Research Foundation Crumlin to continue to support Ireland’s sickest children in their treatment journey today, tomorrow and into the future.</p>
<b>Role Purpose</b>	The Grants and Impact Executive will play a key part in managing grant applications, ensuring compliance, streamlining administrative processes, and supporting impact evaluation. This role will contribute to CHF’s strategic objectives by maintaining strong governance, tracking the effectiveness of funded programs, and assisting in the development of an evidence-based impact framework.
<b>Key Responsibilities</b>	<p><b>Grant Management &amp; Impact Reporting</b></p> <ul style="list-style-type: none"> <li>• Support the collation, review, and timely processing of grant applications, ensuring adherence to deadlines and quality standards.</li> <li>• Assist in providing updated Grant information to the Finance Team ensuring all applications, and approvals are accurately recorded.</li> <li>• Support the preparation of impact reports to showcase the effectiveness of funded programs.</li> <li>• Support in collating, analysing, and presenting key impact metrics to track funding effectiveness.</li> <li>• Assist in preparing impact reports, case studies, and content for key publications</li> <li>• Contribute to the continuous improvement of impact reporting processes, ensuring they align with CHF’s mission and donor expectations</li> </ul> <p><b>Funding Calls &amp; Fund Drawdowns</b></p> <ul style="list-style-type: none"> <li>• Assist in the coordination of funding calls, including application collation, tracking, and responding to applicant queries.</li> <li>• Process grants drawdowns, ensuring invoices are reviewed, matched to the correct grant reference codes, and coded accurately with fund references.</li> <li>• Follow up with CHI’s Finance Department to resolve outstanding queries related to payments.</li> <li>• Maintain clear documentation of payment schedules, invoices, and reporting for both restricted and unrestricted funds.</li> </ul> <p><b>Salesforce Administration &amp; Process Migration</b></p> <ul style="list-style-type: none"> <li>• Support the migration of the Grants Tracker and processes into Salesforce</li> <li>• Use Salesforce to track and update grant applications, fund allocations, and impact reporting.</li> </ul>

Amendments may be made to the job description from time to time to meet changing business needs.

- Ensure all grant-related data is accurately recorded and generate reports to support decision-making and donor communications.

#### **Stakeholder & Relationship Management**

- Support the coordination of engagement opportunities and stakeholder interactions in collaboration with the Head of Impact.
- Build and maintain strong working relationships with CHI and key stakeholders to support smooth grant processes.
- Monitor the Grants email account, ensuring all inquiries are addressed in a timely and efficient manner.

#### **Other Responsibilities**

- Representing CHF in a professional and competent manner both internally and externally.
- Attending & contributing to various stakeholder meetings.
- Undertaking other duties as might be reasonably assigned from time to time in consultation with the Sr Grants Manager and Head of Impact

### **Qualifications and Experience**

#### **Skills & Experience.**

- Hold a third level qualification or appropriate experience in a relevant discipline
- 2+ years of experience in grants administration, impact evaluation or a related role
- Experience with Salesforce or similar grants management and impact tracking systems is an advantage.
- Strong financial literacy, including experience with invoicing and fund management.
- Excellent organizational skills, with the ability to manage multiple tasks and deadlines effectively.
- Strong communication and relationship management skills, with experience engaging with both internal and external stakeholders.
- Proficiency in Microsoft Office; knowledge of financial systems is a plus.
- A commitment to transparency, accountability, and CHF's mission to improve children's health outcomes.

#### **Key Competencies**

- Attention to detail and accuracy.
- Strong analytical and problem-solving skills.
- Proactive and self-motivated, with the ability to work both independently and as part of a team.
- High integrity and ability to maintain confidentiality.

### **Terms & Benefits**

- Fulltime, permanent role in the Grants and Impact Team
- Flexible hybrid work policy
- Cycle to Work Scheme
- PRSA: up to 6% contributory after six months service
- TaxSaver Commuter Ticket Scheme available
- Employee Assistance Programme

- Training and Education grant
- 21 days annual leave and 5 privilege days per annum

**We are an equal  
opportunity  
employer**

We are committed to working with and providing reasonable accommodations to job applicants and employees with physical or mental disabilities.

If you believe you need a reasonable accommodation to complete any part of the application or hiring process, please send an email to [jobs@childrenshealth.ie](mailto:jobs@childrenshealth.ie)

*This information will be treated as confidential and used only for the purpose of determining an appropriate accommodation for the interview process.*

**Applying**

Please send your CV and cover letter outlining relevant experience to [jobs@childrenshealth.ie](mailto:jobs@childrenshealth.ie) by 5pm Friday the 21st of February 2025.