

	Job Description
Role	Senior Grants Manager
Reporting to	Head of Impact
Background and Context	<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>
Role Purpose	<p>The Senior Grants Manager will play a key role in overseeing the efficient and effective distribution of grants and impact payments from CHF to its partners. Reporting to the Head of Impact, this role will be supported by a Grants Executive and will collaborate with various teams to ensure robust grant management processes.</p> <p>Working closely with senior leadership, finance colleagues, and external stakeholders, the Senior Grants Manager will be responsible for delivering all grant-related projects, ensuring key financial deadlines are met, and contributing to the strategic direction of the grants function.</p>
Key Responsibilities	<ul style="list-style-type: none"> Oversee and manage CHF's funding calls, including the Grants Application Process, Strategic Alignment Task Force, and Research Funding Payments across all CHF-supported sites. Administer new streams of expenditure linked to improving outcomes for sick children and their families. Ensure grant resources are effectively allocated in alignment with CHF's mission and CHI's strategic priorities. Review grant applications for Board approval and provide monthly status reports. Work with the Head of Impact to improve and develop CHF's Grants Management System. Develop and enhance impact reporting and analysis, collaborating with internal teams to measure and demonstrate the effectiveness of grant funding. Maintain strong relationships with CHI stakeholders and address any compliance risks or integrity concerns related to CHF's grants and funding. Oversee the management of restricted funds across all CHF-supported sites, ensuring agreements are up to date and compliant, in collaboration with the CEO and Compliance & Governance Lead. Issue quarterly fund statements to stakeholders and manage queries related to restricted funds. Foster strong relationships with internal and external stakeholders, including department heads, project teams, CHI staff and executives. Support various departments in all aspects of grant management, providing training, guidance, and resources to strengthen CHF's grant administration capabilities. Ensure that all grant-related activities align with CHF's organisational priorities and strategic direction. Work closely with the Head of Finance and Finance Team to ensure compliance with financial deadlines related to grant funding and research allocations. Manage the grant control processes, ensuring efficient workflows for all stakeholders involved.

	<ul style="list-style-type: none"> • Support the wider CHF team with ad-hoc grants, research funding queries, and impact projects as needed. • Deliver grant and research workshops for stakeholders ahead of funding rounds. • Oversee the administration of awarded grants, ensuring compliance with all terms and conditions. • Identify opportunities to enhance the long-term impact of CHF's grants through research, partnerships, and best practices. • Embed impact assessment within CHF's grant-making process. • Prepare and submit timely and accurate grant reports, including financial reports. • Work closely with the finance team to monitor grant budgets and expenditures. • Line Manage, Train and support staff in best practices for grants management, monitoring, and evaluation. • Develop internal systems to enhance grant management efficiency. • Establish and implement monitoring and evaluation frameworks to assess the effectiveness of grant-funded projects. • Ensure that key performance data is collected, analysed, and used to improve CHF's grant processes. • Stay informed about the Irish funding and charity landscape to adapt and refine CHF's grant strategies.
Qualifications and Experience	<ul style="list-style-type: none"> • Minimum 4 years' experience in a comparable role. • Proficient in MS Office (particularly Excel); experience with CRM systems (Salesforce desirable). • Strong organisational, administrative, and communication skills. • Experience in project management or implementing plans/programmes. • Experience in impact measurement, monitoring, and evaluation within the nonprofit or healthcare sectors is desirable • Experience in the nonprofit sector, with knowledge of governance and compliance is desirable • Relevant professional qualification in finance, grants management, or nonprofit administration is desirable. • Trustworthy and discreet, with the ability to maintain confidentiality and professionalism. • Ability to work under pressure and meet deadlines. • Strong prioritisation and time management skills, with the ability to deliver on objectives. • Proactive and solutions-oriented, demonstrating a high degree of initiative.
Terms and Benefits	<ul style="list-style-type: none"> • Full time permanent contract • Fully 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 • Christmas savings scheme • Training and education grant • Paid sick leave subject to criteria • 21 days annual leave and four privilege days per annum
We are an equal opportunity employer	<p>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</p> <p>This information will be treated as confidential and used only for the purpose of determining an appropriate accommodation for the interview process.</p>
Applying	<p>Please send your CV to jobs@childrenshealth.ie by 5pm on Tuesday, 17th April 2025.</p>