



WILLIAM GRANT & SONS

ROLE PROFILE

Job Title	Partnerships and Learning Manager (maternity cover)
Business Unit / Group Function	
BU Team / Sub-Function	William Grant Foundation
Location	Strathclyde Business Park
Team Leader	William Grant Foundation Chief Executive
Team Members	No
Job Level	
Role Purpose	
To support the work of the Foundation's giving groups by enabling and sharing learning, facilitating effective strategy development and decision-making, and developing and managing relationships with grantees and other external partners.	
Accountabilities	
<ul style="list-style-type: none">• Service and facilitate the work of the Health and Social Causes and Scottish Culture and Heritage giving groups and associated subgroups: co-ordinate and administer regular meetings and occasional project visits; prepare papers to assist with decision-making, learning and strategy development; produce minutes and implement agreed actions.• Cultivate and maintain relationships and engagement with external parties, networks and prospective partners relating to the groups' interests, facilitating connections to groups and group members where appropriate.• Work with the (newly appointed) Knowledge and Insights Manager to undertake research and to consolidate, capture and apply knowledge and insight to support group members' learning and help the Foundation apply its resources effectively.• Steward relationships with a portfolio of funded organisations relating to Health and Social Causes and Scottish Culture and Heritage; apply Open and Trusting principles to ensuring mutually beneficial relationships focused on adding value and learning together.• Work with the Foundation Assistant to manage payments, reporting and grant review/renewal processes to ensure efficient and timely servicing of our grant commitments.• Support groups to research new funding opportunities that fit with their strategy and plans, assess and analyse specific funding opportunities, preparing reports and providing advice and recommendations to assist decision-making.• Seek and participate in opportunities for partnership and collaboration with other funders and relevant organisations, particularly relating to Health and Social Causes and Scottish Culture and Heritage.• Contribute to the planning and delivery of activities for grantees that add value to our funding of them, including learning and networking opportunities.	



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- Contribute to the Foundation’s communications activities in support of its ‘learning out loud’ strategy, as well as to external events, networks, and publications to share the foundation’s insights and learning.
- With colleagues, participate in learning and reflection on key themes – including open and trusting grant-making; diversity, equity and inclusion; and climate and nature – and support planning, implementation and evaluation of related strategies and plans.
- Support the CEO and Management Committee on policy and strategy development and other tasks related to the general work of the Foundation.

Created by:	Nick Addington, William Grant Foundation CEO
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HRBP:	
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