

Sheffield  
Hospitals  
Charity

# **Grants Manager**

## **Job Description**

April 2026



## Hello you!

I'm Shasta, Director of Grants at Sheffield Hospitals Charity.

We're looking for a hands-on and value-driven Grants Manager to help us deliver our ambitious grant-making strategy for Sheffield's NHS. This role is an exciting opportunity for someone who thrives in a fast-paced environment, can manage multiple priorities at once, and remains calm and solutions-focused when things don't go to plan.

You'll play a key role in supporting NHS staff across two Trusts to turn their ideas into well-developed, fundable projects. It's highly rewarding work, but it also comes with real challenges. NHS teams are under immense pressure, so engaging them effectively requires persistence, adaptability, and strong relationship-building skills.

Sheffield Hospitals Charity awards around £2.5m in grants each year, thanks to the generosity of grateful patients, NHS staff, and members of the public. Most of our grant making involves responding to applications submitted by NHS colleagues on a rolling basis. We also consider requests from partner organisations working collaboratively with our Trusts, and in recent years we've introduced competitive funding calls at set points throughout the year to support key strategic priorities.

Everything we fund must be charitable in nature -whether that's a new project, an initiative to improve services, or a significant capital investment.

We're a small, close-knit team led by the Director of Grants and supported by a Grants Officer. As our Grants Manager, you will take a central role, driving our grant-making work and collaborating closely with colleagues across the charity and our NHS Trust partners.

# Shasta Ashraf

## Director of Grants



# We are

# Sheffield Hospitals Charity

We help Sheffield's hospitals, community teams and mental health and specialist services to cover costs their NHS budgets can't. We fund support for patients and staff, life-changing research and more, so that we can enhance care from birth to the end of life and everything in between.

We provide additional funding to Sheffield Teaching Hospitals NHS Foundation Trust and Sheffield Health Partnership University NHS Foundation Trust who support people at every stage on life's journey.

From welcoming babies into the world on the Jessop Wing, to supporting cancer care at Weston Park, specialist care at the Royal Hallamshire, Charles Clifford and the Northern General, to improving the mental physical and social wellbeing of people in our communities.

Somewhere along the line, our funding is likely to have helped you or someone you love.

As well as funding provisions for patients, our grants also contribute to training, equipment and wellbeing projects for NHS professionals.

By looking after the staff and services at the centre of patient care, we're making sure they're ready to look after you.

The work we fund is only possible through generous donations, fundraising events, corporate support and a coming together of our community. With your help, we'll make sure that the care you and your loved ones receive is the best it can be.

Further information:

**[Sheffield Hospitals Charity Strategy 2024-27 and Impact Report 2024/25.](#)**

## Our vision

Every person cared for and working in our hospitals, community and social care services is treated with compassion and has access to the best equipment and treatments in the best environments.

## Our mission

We help Sheffield's hospitals, community teams and health and social care services to cover the costs that the NHS can't. By funding support for patients and staff, life-changing research and more, we enhance care from birth to the end of life and everything in between.

## Our values and behaviours

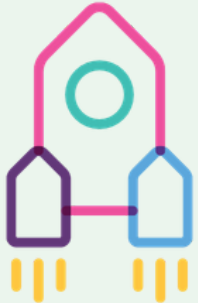
### We're the best together



We work collaboratively with our beneficiary Trusts and other organisations to have the greatest impact for the people of Sheffield. We help our supporters and volunteers to give back to the NHS in ways that suit them. We employ talented people and encourage each other to be the best we can be.

### Expected behaviours:

- I seek input from my colleagues and take advice from others to deliver the best I can.
- I proactively seek out opportunities to collaborate with others so that we can achieve more for our NHS.
- I look after and look out for my colleagues; lending a hand and lifting them up.



## We go the extra mile

Whether you're a patient, NHS staff, supporter or employee, we strive to make people feel uplifted. Our funding is always above and beyond what the NHS can provide, and we ask, 'How can we fund the best outcomes in this area?'. We go the extra mile for each other, our beneficiaries and our supporters, and ask, 'How can we help?'. As a team, we celebrate our successes and work hard to improve and innovate.

### Expected behaviours:

- I am audience-led, in line with the needs of the charity, giving people the best experience of working at Sheffield's Hospital Charity.
- I am proactive and solutions-focused, bringing proposals and solutions to the table.
- When I can't help to deliver a task or solve a problem, I aim to find someone who can.

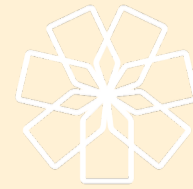
## We look to the future



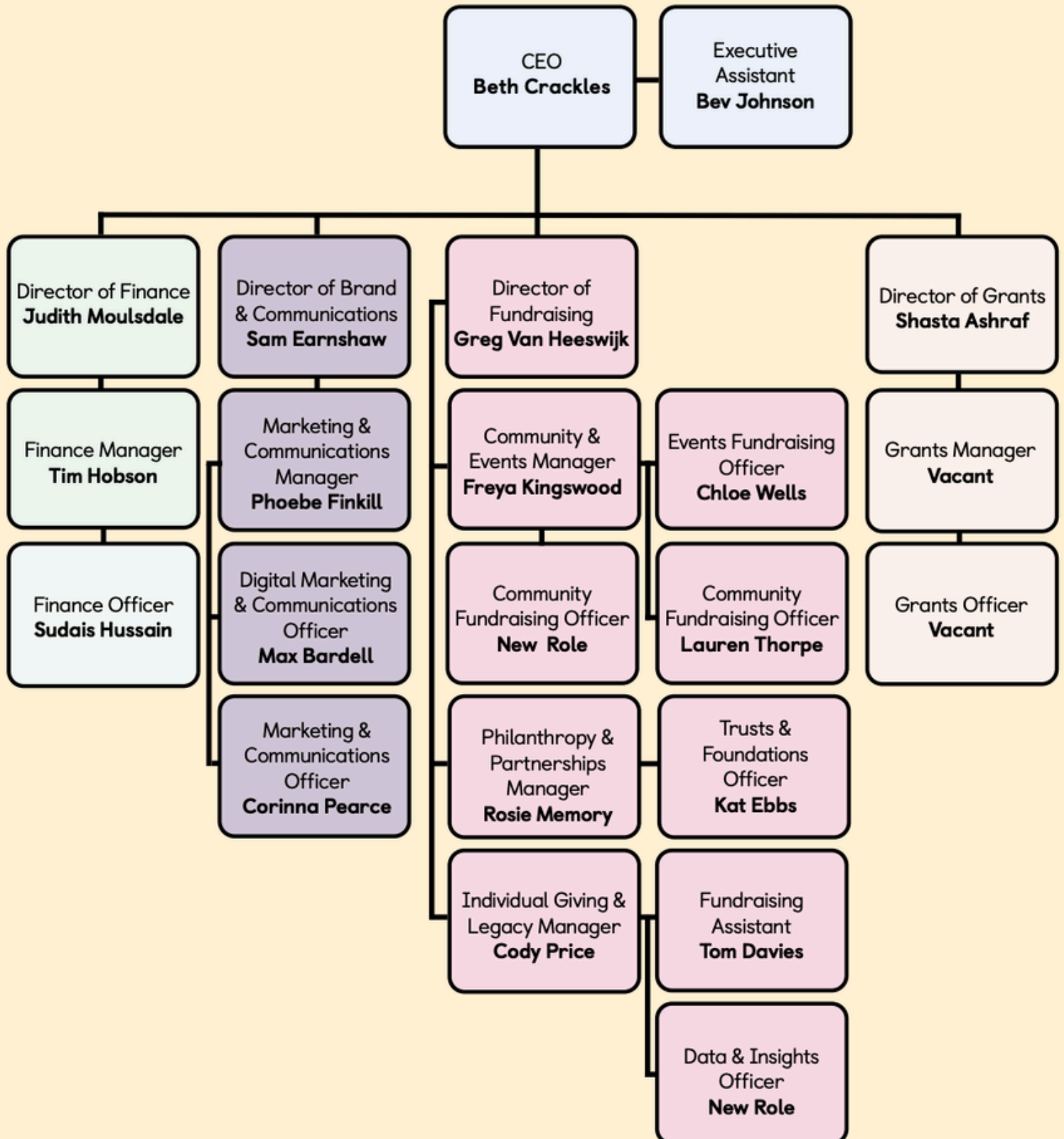
We help build a brighter future for the NHS in Sheffield. When funding, we ask, 'How will this help our Trusts now and in the future?'. As a charity, we aim to be financially and environmentally sustainable. When investing in our charity, we ask, 'Does this help build a sustainable organisation and a happy, productive team?'.

### Expected behaviours:

- I consider what is best for the charity, not just my area, and I think about the short, medium and long-term when making decisions.
- I make time for learning as an individual and with my team, and take learning into future projects.
- I am ambitious for the charity and bring new ideas and ways of working to help us be better.



# Our structure



# Job description

## Grants Manager

Position: Grants Manager

Responsible to: Director of Grants

Hours: 37.5 hours per week, permanent

Location: Sheffield Hospitals Charity office – with flexible working (work from home time).

Salary: £38,000-£45,000 (top of the scale achieved if significant experience is demonstrated)

Key working relationships: Grants Manager and Director of Grants, Finance Officer, NHS staff and volunteers, and wider Charity's team as appropriate.

Purpose of the role

The purpose of the role is to manage our funding programme for grants  $\leq$  £5000, from application to grant closure.

Your day-to-day focus will be on guiding NHS staff members through the application process, enabling them to obtain funding for their project ideas. We use Beacon as our CRM and Grants Management System: all our data is recorded in Beacon, and you will be reviewing submissions, recording information about applicants and their applications, and processing grant awards using this platform.

Beyond this, you will be responsible for monitoring the small grants portfolio and remind grant holders of their reporting obligations. This will vary depending on the nature of grant, but it will likely consist in a short report, a case study or testimonials.

You will support the Grants Manager and Director of Grants in the delivery of an engagement plan to strengthen our relationships with NHS staff members and motivate them to develop funding proposals.

You'll be an excellent administrator with an eye for detail, and an engaging communicator with a passion to support charitable causes.

# What you'll be **responsible** for

## **Grant-Giving Programme:**

- Design and manage competitive and strategic funding programmes aligned with Sheffield Hospitals Charity's priorities.

## **Oversee the full grant cycle for large grants (£5,000–£500,000+):**

- From idea development and application review to decision-making, due diligence, activation, and evaluation. Work closely with applicants to shape proposals, address queries, and provide post-award support, ensuring a complete grant management service.

## **Beacon CRM System Management:**

- Work closely with the Data and Insights Officer to design and refine application forms, workflows and process improvements to ensure Beacon supports a user-friendly experience for applicants and the internal team.
- Support the ongoing development of Beacon by providing insight, testing new features and ensuring system processes align with operational needs.
- Support the grants team in using Beacon effectively and monitor data quality to ensure the system provides accurate actionable information for reporting and decision making.

## **Impact Measurement & Reporting:**

- Extract and analyse data from Beacon (and Access finance system), producing clear, actionable reports for internal teams and Trustees.

## **Funding Innovation:**

- Support the development and delivery of new funding calls, helping SHC become a more proactive and impact-led funder in line with the 2024–27 strategy.

## **Compliance & Quality Assurance:**

- Ensure adherence to internal policies, financial controls, charity law, and NHS funder standards.
- Manage grant documentation from inception to completion, audit trails, and performance monitoring.

**Cross-Organisational Coordination:**

- Work collaboratively across Charity directorates and with external stakeholders to ensure alignment with NHS Trust needs.
- Present funding outcomes and performance to executive teams and stakeholders.

**Continuous Improvement:**

- Monitor feedback and emerging best practice, recommending enhancements to programmes and processes.

**Team Leadership:**

- Line-manage the Grants Officer, delegating tasks, offering mentorship, and ensuring capacity across the team.

**This job description summarises the key features of this role, it is not intended to be a detailed description and does not cover all the duties that the job holder may reasonably be expected to fulfil.**

We recognise that some of your experience may be from unpaid roles as well as paid employment – please include any voluntary work if it helps to show why you are the right candidate for the job.

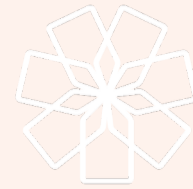
Don't meet every single requirement? We are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with the job description, we encourage you to get in touch for a chat. You may be just the right candidate!

We actively encourage applicants from diverse backgrounds especially from ethnically diverse, LGBTQ+ and disabled communities as well as those with lived experiences of tackling inequalities, as we believe diverse voices are instrumental in creating transformational change.

Applicants must have the right to work in the UK. Unfortunately, we do not hold a sponsorship licence and therefore we are unable to offer visa sponsorship for this role.

# What you'll bring

Experience and knowledge	Essential or Desired	Assessment A/I (Application/ Interview)
Working in the charity sector, public health or NHS in a management or senior grant giving role for a minimum of two years;	E	I/A
Working in a senior grant making role or commissioning role, or equivalent experience, managing high-value grant programmes from inception to conclusion.	E	I
A good understanding of the unique challenges of supporting the NHS, gained through working with or alongside the NHS	D	I/A
Have an academic background in social sciences, public health or other health-related discipline	D	I
Experience of managing complex projects with multiple stakeholders and conflicting priorities.	E	I
You have a methodical and process-driven mindset with the ability to manage a complex portfolio	E	I/A
Proven expertise in using and optimising CRM systems (e.g., Beacon or equivalent), including workflow design and data extraction.	E	I
Strong data analysis and reporting skills, with the ability to turn complex datasets into actionable insights	E	I



You demonstrate critical thinking and the ability to see the bigger picture	E	I
Highly proficient in Excel (pivot tables, formulas, data visualisation).	E	I
Experience of developing impact frameworks and using theory of change approaches.	D	I
Creating financial reports and clear summaries demonstrating the extent of our grant commitments	E	I
Experience in line management and developing junior staff	D	I
The ability to produce content and processes, which are easily accessible to applicants	E	I
Exceptional organisational skills with the ability to manage multiple priorities in a fast-paced environment	E	I
Excellent administrative, IT and financial skills	E	I
Confident communicator (written and verbal) and presenter, able to engage senior stakeholders and external partners.	E	I/A
Personable and approachable (good sense of humour and team player), with a positive can-do attitude	E	I

# Employee **benefits**

We want all our team at Sheffield Hospitals Charity to be passionate, professional, friendly, and inclusive. We care about what we do to support our NHS and the work we do together.

Sheffield Hospitals Charity benefits include:

- 25 days annual leave (plus Bank Holidays)
- 3 days additional leave covering office closure over the Christmas period
- 6% pension contribution
- Westfield Health Cover
- NHS Blue Light Discount Card
- Death in service cover
- Excellent training and development opportunities
- Open plan offices at Leah's Yard in the Heart of the City



# How to apply

Please send a CV and cover letter describing how you meet the job description and person specification to [hrshc@shct.nhs.uk](mailto:hrshc@shct.nhs.uk)

Please keep your CV and cover letter to no more than two pages each.

**Closing date: 9 am, Tuesday 5th May**

Should you wish to have an informal chat about the role, please contact us on 0114 700 4430 to speak to Shasta Ashraf, our Director of Grants.

Sheffield Hospitals Charity, in compliance with the Equality Act 2010, will seek to make reasonable adjustments to overcome barriers to employment caused by disability and/or neurodiversity, and encourages applications from these candidates. If you need any reasonable adjustments, please contact Shasta.

We guarantee to offer an interview to those with a disability who meet the minimum criteria.

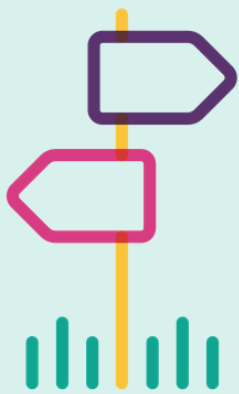
Interviews will take place on Tuesday 12th May between 1pm and 4pm. If required, second interviews will take place on Monday 18th May.

Before the interview we will provide candidates with a short task related to the role, and you will be asked to speak about this during the interview. This will be followed by a competency-based questions.

If you are unable to attend on 5th May, please clearly state your nearest possible availability in your email.



## Where to **find us**



Sheffield Hospitals Charity,  
Leah's Yard,  
20 Cambridge Street  
Sheffield  
S1 4HP



[www.sheffieldhospitalscharity.org.uk](http://www.sheffieldhospitalscharity.org.uk)



sheffieldhospitalscharity



sheffieldhospitalscharity



sheffhospitalcharity