

Senior Rural Investment Manager

Job Description & Person Specification

Role:	Senior Rural Investment Manager
Contract:	Fixed Term 12 months (maternity cover secondment)
Hours:	Full-Time (35 hours per week)
Location:	Central London, with home working
Reports to:	Head of Operations
Direct reports:	Rural Communities Officer

About The Royal Countryside Fund

Founded in 2010 by His Majesty King Charles III, then The Prince of Wales, The Royal Countryside Fund's vision is of a thriving countryside – a living landscape of working family farms and prosperous rural life, built on connections and relationships – which in turn shapes rural places, creating vibrant, sustainable communities.

Our ambition is to be the countryside charity of choice for people living and working in rural and farming communities across the UK, and for those who care about helping them secure a sustainable future.

Purpose of the role

To lead on the delivery of the RCF's strategic vision for enabling rural community sustainability through developing the RCF's network of rural community organisations, overseeing and growing a successful programme of grant giving, and developing stakeholder relationships.

Main responsibilities

Operational

- Lead on the development of relationships with partners and delivery of additional or new grant funding programmes with partners.
- Manage and lead on the delivery of all the RCF's grant programmes; ensuring that robust systems are in place at the application, assessment, selection, payment and monitoring stages
- Line Management of the Rural Community Officer's and ensuring their successful day-to-day management of the live grant portfolio; and lead on issue resolution.

Governance

- Act as the secretariat for the Board Sub-committee responsible for this area of activity.
- Prepare briefings and updates for the Executive Director, the RCF Board of Trustees and committee members.

- Lead on the development and use of the RCF's Monitoring, Evaluation & Learning framework for this area of activity, to monitor the impact of each programme and oversee the successful collection of all evaluation data.
- Monitor and report against agreed KPIs for all programmes.

Communications

- Ensure effective collaboration with the Communications team to drive awareness of RCF's work in rural communities

Fundraising

- Ensure effective collaboration with the Fundraising team to identify new opportunities for funding and to provide project cases for support, where required.

Additional Accountabilities

- Ensure that health and safety requirements are met in the areas for which the post holder is responsible.
- Ensure data protection requirements are met in the areas for which the post holder is responsible
- The post holder may be required to carry out other duties that are reasonably to be considered as within the scope and purpose of the job and the aptitudes of the post holder.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description.

Special working conditions:

- Travelling across the UK
- Attending evening and early morning events
- Some overnight stays

Person Specification

Knowledge

- Understanding of grant programmes (Essential)
- Knowledge of grant management systems (Essential)
- Interest in and understanding of rural community issues (Desirable)

Experience

- Demonstrable experience of engaging with, and understanding of the issues facing rural communities (Desirable)
- Experience of the management or administration of a grant programme (Essential)
- Engaging and communicating with clients/beneficiaries/ customers (Essential)
- Project management, including developing project plans, establishing workflows and working to deadlines (Essential)
- Impact measurement, evaluation and monitoring progress against KPIs (Essential)
- Working with community led or charitable organisations (Desirable)
- Working closely with finance and communications teams (Desirable).

Skills

- Advanced user of CRM systems, such as Salesforce (Essential)
- Excellent organisational, planning, prioritisation and time management skills (Essential)
- Able to develop and implement robust processes and systems and have strong attention to detail (Essential)
- Advanced user of MS Office applications, particularly Excel
- Strong communication and presentation skills and be able to operate credibly at all levels in the community and charitable sectors (Essential)
- Ability to work well within a team as well as independently (Essential)
- Relationship building, networking and negotiating skills (Desirable)
- Creative and innovative (Desirable)
- Ability to read and assess organisation's accounts (Desirable)
- Understanding of charity/ not for profit governance structures (Desirable)
- Budget management (Desirable).

Behaviours

Act in accordance with the Royal Countryside Fund's values: practical, collaborative, empowering and responsive. Also, the post holder should:

- Have enthusiasm and affinity for the work of the RCF and rural matters.
- A results driven individual with a strong work ethic.
- Recognise the implications of working within a Royal charity.

27/01/2025