



National Survivor
User Network

GRANTS MANAGER (SYNERGI)

CONTRACT: FUNDED UNTIL MARCH 2025

SALARY: £28,000 (FTE £35,000)

HOURS: 4 DAYS PER WEEK (28 HOURS)

**LOCATION: REMOTE WORKING WITH
OCCASIONAL TRAVEL TO LONDON OR
BRIGHTON**

DEADLINE: 9AM, 18TH OCTOBER



ABOUT SYNERGI



Synergi is a programme of work which focuses on the intersection of racial justice and mental health. It had a previous iteration as a knowledge hub, bringing together research and network building.

In its new iteration it is hosted by NSUN, with a focus on abolitionist responses to mental health and supporting grassroots groups to challenge state violence. In this, there is a lot of scope to experiment, innovate and to try new approaches, as this is a well-resourced programme of activity.

Synergi has four main workstreams:

1. Community Responses to Mental Health – working with grassroots groups to experiment with community-based mental health care
2. Supporting Movement Spaces – working with grassroots groups to map local carceral systems that contribute to mental ill health in racialised communities
3. Grants Programme – small grants programme redistributing resources to grassroots and user-led groups working on mental health and racial justice
4. Festival – a creative culmination of the above three workstreams

Mental ill health, distress or trauma is often caused by and/or exacerbated by racial injustice and carceral forms of state violence. Our aim is for Synergi to support the work of groups at the frontline of challenging this, and to effectively contribute to building collective memory and power on mental health and abolition.

Funding from Lankelly Chase is secured until March 2025, with scope to grow Synergi beyond this by securing additional funding.

ABOUT NSUN (THE NATIONAL SURVIVOR USER NETWORK)

NSUN is a network of people and grassroots groups with lived experience of mental ill-health, distress and trauma. We work towards the distribution of power and resource in mental health.

NSUN is a user-led organisation, and all staff and trustees have lived experience of mental ill-health, distress or trauma.

Over the past couple of years, NSUN has scaled and changed. This is an exciting time to join an organisation which is growing and embarking upon a new strategic direction, focussed on doing things differently in mental health and beyond.

ABOUT THE ROLE

Synergi will be running an exciting annual grants programme to deliver grants totalling around £130,000 over each of the next three years to grassroots and user-led groups working on mental health and racial justice. This is a new grants programme so as the Grants Manager you will have the opportunity to help us develop the fund and shape its direction.[AW1]

This role will be integral to the new phase of Synergi's work, and will involve shifting resources and power to:

- i) resource groups with lived experience of mental ill health to support and develop their work
- ii) help to connect these groups working at a grassroots level to strengthen wider movements for radical change
- iii) work towards a more equitable redistribution of resources and power

With the support the Synergi Directors and other NSUN staff, in the first three months you will lead on delivering our first funding round, following which you will provide light-touch support to our grantees as they deliver their work. This work will use existing frameworks from NSUN's previous experiences of grant-making.

After this, you will work with the Synergi Directors to strengthen the grants programme for delivery in future years, and draw on learning from other radical grant-makers.

We would particularly welcome applications from individuals from marginalised or racialised communities.

The role is home-based and the NSUN team works remotely. Some regular travel to London is required for the role, as well as occasional travel to other parts of the country. There is also a small budget which enables staff to use co-working space with colleagues where possible.

The deadline for applications is **9.00am on Tuesday 18 October 2022**. If you have any feedback or questions about this recruitment pack or require it in a different format, please let us know. We can be contacted on [**info@nsun.org.uk**](mailto:info@nsun.org.uk).

MAIN TERMS AND CONDITIONS

- **Contract:** funded until March 2025
- **Salary:** £28,000 per year for a 28 hours working week (FTE £35,000)
- **Hours:** 4 days a week. Enquiries about flexible working are welcome, although there is a preference that the post-holder can work on Tuesdays and Wednesdays. We welcome applications for job shares. If you are interested in applying for the role as a job share, we recommend that you do so together with the person you would share the role with. This is because we very rarely have two single applications for job shares.
- **Reports to:** Synergi Directors
- **Location:** work from home (NSUN does not have a physical office). Some occasional travel (usually to London or Brighton) for team meetings (travel costs are reimbursed)
- **Holiday:** based on a 28 hour working week: 20 days plus a pro rata allowance for bank holidays, rising by 0.8 days after every year of service to a maximum of 26.5 days per year before bank holidays
- **Pension and benefits:** NSUN offer an automatic enrolment pension scheme starting with employee and employer contributions of 3.5%, with the option of employer matched contributions to 6% and Employee Assistance programme (EAP)
- **Probationary period:** 6 months
- **Notice period:** 1 week during the first 8 weeks, rising to 1 month until the end of the probation period. Following the successful completion of the probationary period notice rises to 2 months
- **Disclosure and Barring:** due to the nature of our work, you will be required to have a check with the Disclosure and Barring Service (DBS) for which NSUN will cover the cost. NSUN is an equal opportunities employer and seeks to encourage applications from all sections of the community. Having a criminal record will not necessarily exclude someone from obtaining or retaining a paid role with us.

JOB DESCRIPTION

Delivery

- Overall responsibility for the whole grants cycle from grant design, selection, start-up, and implementation, through to grant closure
- Supporting applicants through the application and funding process and ensuring that appropriate information and infrastructure is in place
- Managing all aspects of the grants panel, including recruitment of panel members
- Ensure systems and controls are in place for monitoring all stages of the grant application, award and reporting process
- Managing grantee reporting frameworks
- Producing internal reports
- Identifying and resolving issues on contractual, operational and reporting matters that may arise during the grant cycle and escalating to Synergi Directors where appropriate

Strategy and Development

- Helping to shape Synergi's grant-making strategy and responsibility for its delivery
- Developing accessible and meaningful monitoring and feedback data from applicants and grantees, so that we can learn from and adapt the fund accordingly
- Researching, recommending and implementing more radical and equitable approaches to grant-making within the fund
- Sharing the learning and good practice from the fund with other funders

General

- Working closely with the wider Synergi team to make sure that work across Synergi is integrated and that regular learning and sharing is taking place
- Establishing and maintaining appropriate IT systems where needed to ensure the smooth running of the grants programme
- Contributing to external communications for Synergi
- Working closely with Synergi team, Synergi's learning partner, and wider NSUN team on any other duties as required by your line manager and commensurate with the role

PERSON SPECIFICATION

The following skills, knowledge and experience are required to carry out this role. We appreciate that the role of Grants Manager is a broad role and candidates may not meet all of the essential criteria. Lived experience remains a key essential requirement, however, we will consider strong applications where some other essential criteria may not be met.

ESSENTIAL

- Lived experience of mental ill-health, distress or trauma. Please do not feel the need to disclose anything in detail: we are more interested in how your lived experience informs your ways of working and/or your interest in the role
- Good understanding of and commitment to racial justice and abolition
- Good understanding of the various challenges traditional funding models may create for grassroots groups, and radical alternative models for a more equitable redistribution of resources and power
- Experience of the whole grants cycle from grant design, selection, start-up, and implementation, through to grant closure, according to the vision of a fund
- Experience working closely with applicants and grantees, as well as wider team members and grants panel members
- Proven ability and experience of building relationships with grassroots and community groups
- Strong project management skills and experience of delivering successful projects within agreed timeframes
- Strong organisational skills with the ability to prioritise work effectively and to work autonomously, including

to deadlines with the ability to delegate tasks well

- Excellent written and verbal communication skills in a wide range of formats
- Strong analytical and numerical skills, with an attention to detail
- Proven ability to think creatively to solve problems and challenges
- The ability to work well in a remote team

BENEFICIAL

- Understanding of mental health in a UK context, including on issues facing specific groups of focus for Synergi; trans and non-binary people, Muslims and refugees and asylum-seekers
- Familiarity with the wider grant-making landscape in the UK
- Experience of implementing monitoring data for learning purposes
- Experience working in a small charity
- Experience of working in or with user-led organisations
- Experience of working with UK funders
- Experience of using CRM systems

APPLICATION AND INTERVIEW

Please complete and send the following to info@nsun.org.uk. Please include “Grants Manager” in the email subject line. Click on the links to download:

1. **Application form** - if you would prefer, you are welcome to send us a short video or audio file (no longer than 6 minutes), to answer the “Synergi values and approach”, “Lived experience”, and “Supporting information” sections of this form.
2. **Equal Opportunities Monitoring Form**

Your details will be handled in line with our [Privacy Policy](#).

On completion of all the above documents by **9am on Tuesday 18th October**, we will acknowledge receipt of your application. We regret that late applications will not be considered. You can find out more about us by [visiting our website](#). If you would like to discuss this role in more detail please contact Jilna Shah, Synergi Co-Director, by emailing jilna.shah@nsun.org.uk

Shortlisted candidates will be invited to interview one week before the interview date. The interview questions will be emailed the day before the interview.

Interviews will be held online using Zoom with Lena Mohamed and Jilna Shah (Synergi Co-Directors) on either **Tuesday 1 or Wednesday 2 November**. Successful candidates will be invited to a second interview with Akiko Hart (NSUN CEO) a few days after this.

Please let us know if you require any adjustments to the interview process for you to participate and we will do our best to accommodate these.

Communications and feedback

All applicants will receive a response from us to confirm whether or not they have been selected for an interview. We aim to give at least half a week’s notice ahead of the interview date.

All applicants who attend an interview will be offered feedback. It is not possible for us to give individual feedback if you have not been selected for an interview.

Thank you very much for your interest in this role. We look forward to hearing from you.



**National Survivor
User Network**

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**REGISTERED CHARITY NO.
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**COMPANY NUMBER:
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