



National Survivor User Network

SYNERGI GRANTS MANAGER/OFFICER

CONTRACT: FUNDED UNTIL SEPTEMBER 2025

SALARY: GRANTS MANAGER - £30,076 (FTE £37,595)

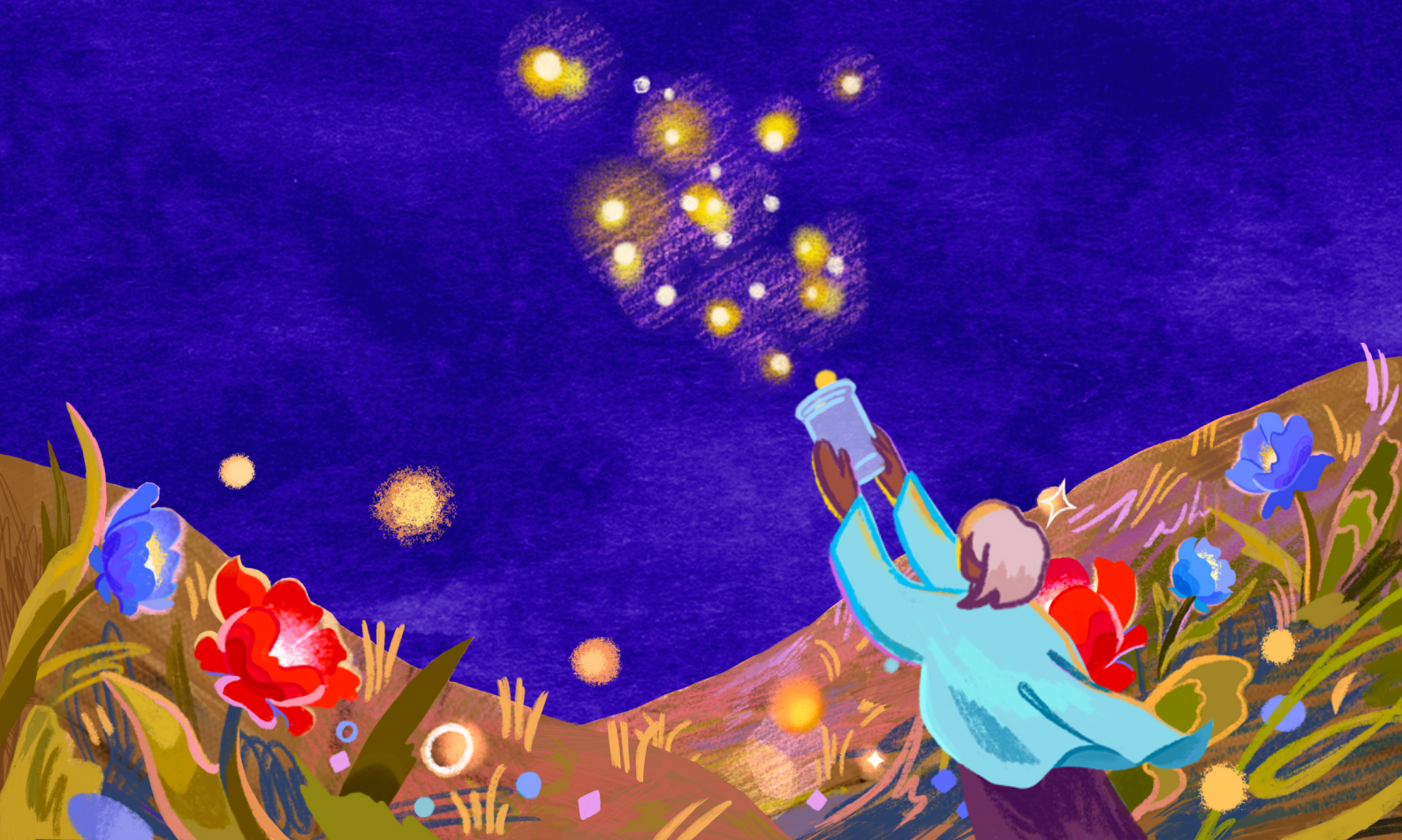
GRANTS OFFICER - £26,364 (FTE £32,955)

HOURS: 4 DAYS A WEEK

LOCATION: HOME BASED FROM WITHIN THE UK

DEADLINE: 9AM, MONDAY 26TH FEBRUARY 2024

INTERVIEWS: WEDNESDAY 20TH MARCH 2024



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. In this new phase of Synergi, our focus is on shifting power and resource to grassroots groups and community organisers working on the intersection of racial justice and mental health. We will be working with people doing lived experience work on the ground, who are imagining and building alternatives. We want to connect, amplify, celebrate and resource this work.

Synergi has four main workstreams:

1. Grants Programme – Small grants programme redistributing resources to grassroots and user-led groups working on mental health and racial justice.
2. Community Responses to Mental Health – This work will include those funded under round 1 of our grants scheme but also round 2, with the aim to support the work that has historically already been done in this space. The activities under this workstream will be guided by the needs of the community in shifting the conversation around mental health and racial justice.
3. Supporting Movement Spaces – We are aware that grassroots activism often lacks access to resources so, in addition to the grants scheme we are working to support this work in a variety of ways, both practically but also holistically to ensure that those working on the front line are sustained and replenished.
4. Remembrance As Resistance – This workstream will address the historical epistemic imbalance of activism by racialised communities in the UK by documenting this work whilst also creating intergenerational conversations and networks.

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 September 2025, and it is hoped that additional funding will be secured to allow Synergi to continue to grow beyond this period.

ABOUT NSUN

NSUN is a charity and a membership organisation. We are a network of grassroots, user-led mental health groups and people with lived experience of mental ill-health, distress and trauma. We connect, support and amplify the voices and work of our membership and work towards the redistribution 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 an exciting new strategic direction**, focussed on doing things differently in mental health and beyond.

ABOUT THE ROLE

This role will be integral to the new phase of Synergi's work:

- i) resourcing groups with lived experience of mental ill health to support and develop their work
- ii) helping 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

Synergi has already awarded 37 grants of £3000, totalling £111,000 to grassroots and user-led groups working on mental health and racial justice. Between now and September 25 we expect to build on learning from the first round. The Synergi Grants Manager/Officer, supported by the wider team, will be responsible for delivering one further round of funding alongside a rolling solidarity fund.

The foundations of the second round of funding have been established and the successful candidate will, with the support of the Synergi Director and other NSUN staff, lead on delivering our second funding round and implementation of the solidarity fund by the summer of 2024. To complement the award, we are offering additional support to a cohort of grantees, and it is expected that the Grants Manager/Grants Officer will lead this work in collaboration with other Synergi staff.

The successful candidate will have lived experience of mental ill-health, distress or trauma, a very strong understanding of what it means to come from a racialised background, with a passion for Synergi's mission and work, and the ability to communicate it effectively to a wide variety of stakeholders.

We are looking for applications from candidates who are either interested in the full Grants Manager role, and from candidates who don't meet all of the Grants Manager essential criteria but who might be interested in a Grants Officer role. Job descriptions and person specifications for both roles are set out separately in the recruitment pack.

The role is home-based and the NSUN team works remotely. The ability to travel to London and back within one day 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 Monday 26th February 2024**. 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 September 2025
- **Salary:** Grants Manager salary: £30,076 per year for a 28 hours working week (FTE £37,595). Grants Officer salary: £26,364 per year for a 28 hours working week (FTE £32,955)
- **Hours:** 4 days a week. Enquiries about flexible working are welcome, although there is a preference that the post-holder can work on Monday to Wednesdays
- **Reports to:** Synergi Director
- **Location:** work from home (NSUN does not have a physical office). Some occasional travel (usually to London, Sheffield or Manchester) 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 an Employee Assistance programme (EAP) and an optional Health Care plan with HSF
- **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: GRANTS MANAGER

Delivery

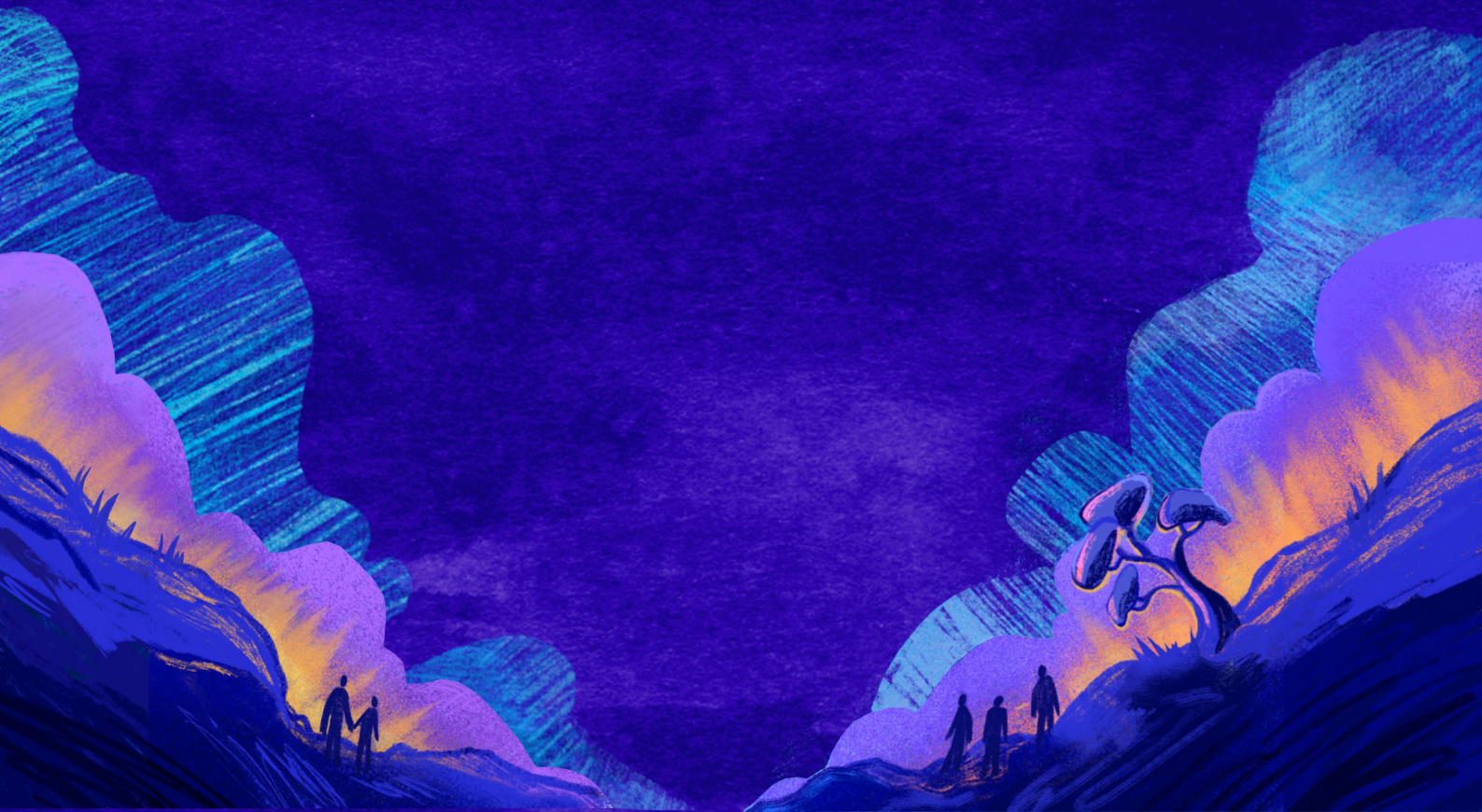
- Overall responsibility for the delivery of the whole grants cycle for the main fund including:
 - Supporting applicants through the application and funding process and ensuring that appropriate information and infrastructure is in place
 - Managing all aspects of the grants panel, including recruitment of panel members
 - Ensure systems and controls are in place for monitoring all stages of the grant application, award and reporting process
 - Establishing and maintaining appropriate IT systems where needed to ensure the smooth running of the grants programme
 - Managing grantee reporting frameworks
 - Producing internal reports
- Overall responsibility for delivery of the solidarity fund including:
 - Identifying target groups, developing eligibility criteria, designing and implementing distribution of the fund, and managing the cohort through to closure
 - Ensuring appropriate controls are in place to manage the emergency fund
- Identifying and resolving issues on contractual, operational and reporting matters that may arise during the grant cycle and escalating to Synergi Director where appropriate

Strategy & Development

- Helping to shape Synergi's grant-making strategy
- 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 externally

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
- 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



JOB DESCRIPTION: GRANTS OFFICER

Delivery

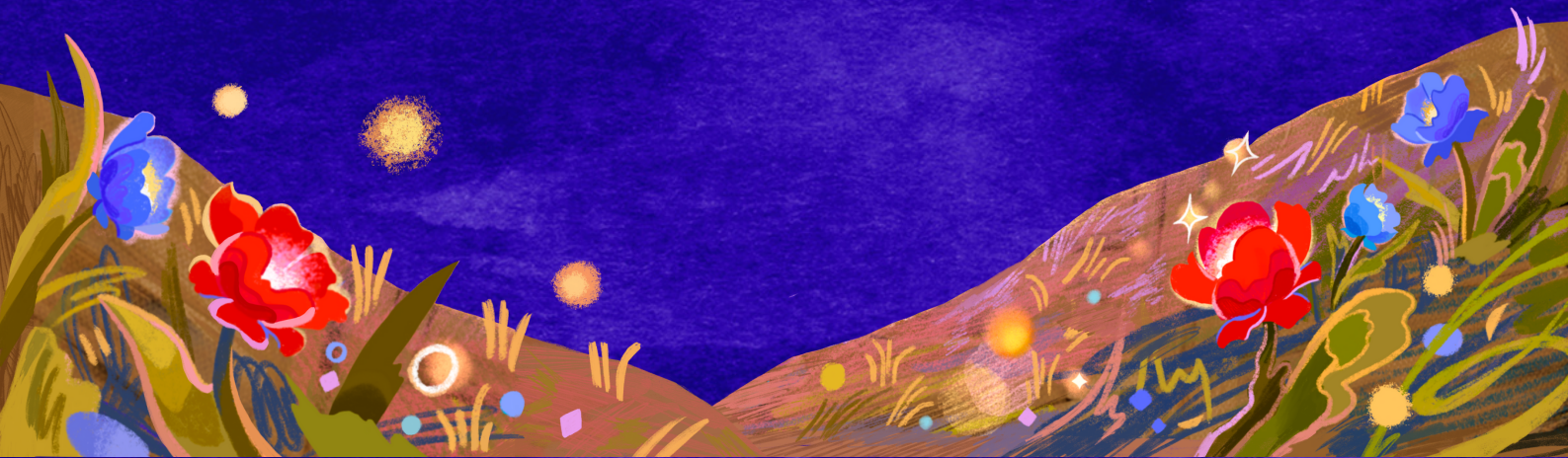
- Supporting the delivery of the whole grants cycle for the main fund including:
 - Being the point of contact for applicants through the application and funding process
 - Coordinating the grants panel, including assisting with the recruitment of panel members
 - Ensure systems and controls are in place for monitoring all stages of the grant application, award and reporting process
 - With the support of the Synergi Director, establishing and maintaining appropriate IT systems where needed to ensure the smooth running of the grants programme
 - Producing internal reports
- Coordinating the delivery of the solidarity fund including:
 - Researching target groups
 - Assisting in the development of the eligibility criteria
 - Monitoring and implementing distribution of the fund
 - Ensuring appropriate controls are in place to manage the emergency fund
- Supporting in identifying and resolving issues on contractual, operational and reporting matters that may arise during the grant cycle and escalating to Synergi Director where appropriate

Strategy & Development

- Assisting the shaping of Synergi's grant-making strategy
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PERSON SPECIFICATIONS

The following skills, knowledge and experience are required to carry out this role.

We appreciate that the role of Grants Manager/Grants Officer 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. **We have indicated the different experience required for the Manager compared to the Officer role via two person specifications.**

PERSON SPECIFICATION: GRANTS MANAGER

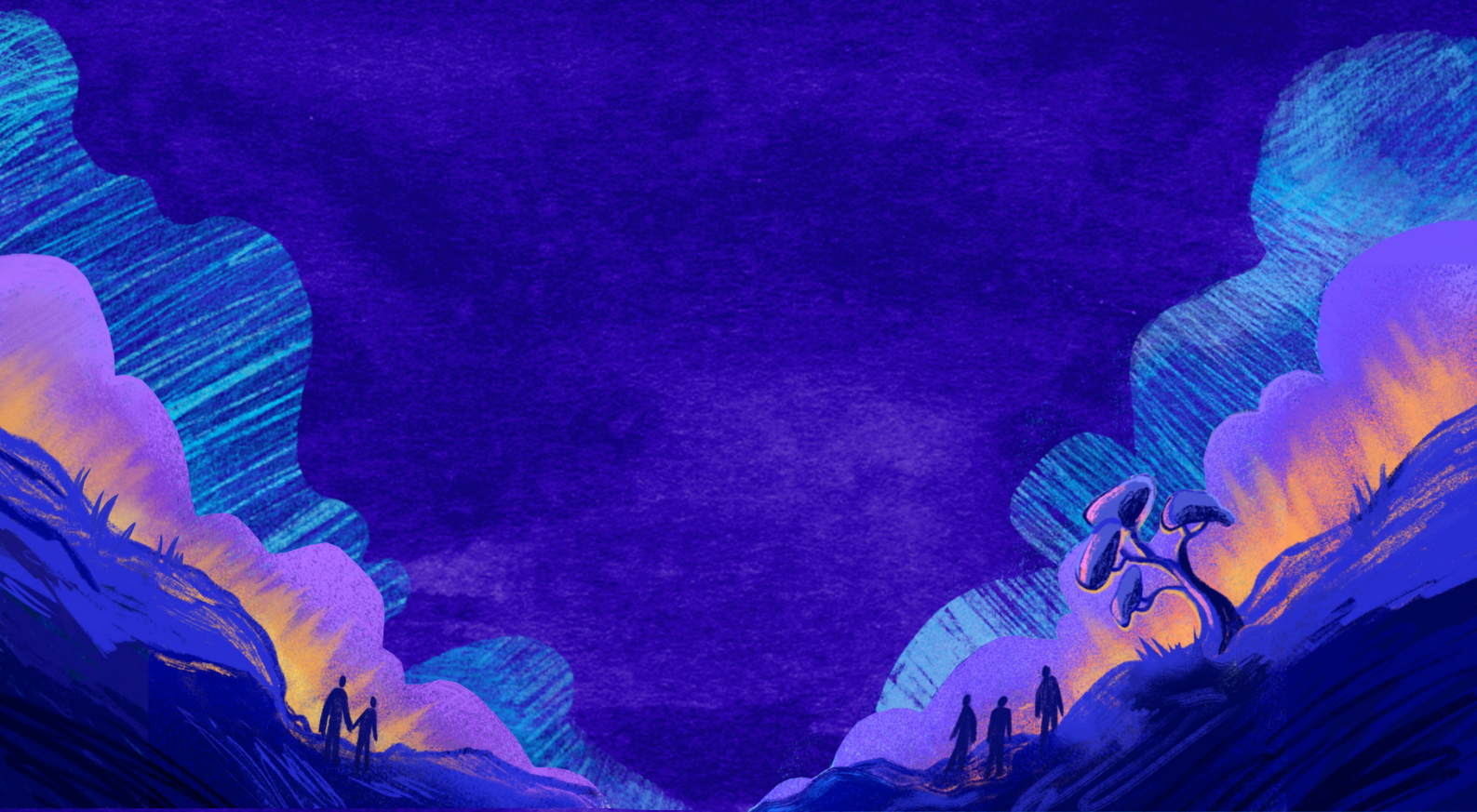
Essential

- Lived experience of mental ill-health, distress or trauma. (When addressing this point in your application form, please do not feel the need to disclose anything about your personal lived experience in any detail; we are interested in how your lived experience informs your ways of working and your interest in the role and organisation)
- A good understanding of mental health from the perspective of racialised people with lived experience of mental ill-health, distress, or trauma
- Proven ability and experience of building relationships with racialised grassroots and community groups including those from the Black African and Caribbean diaspora in the UK
- Good understanding of the various challenges traditional funding models may create for grassroots groups
- Experience of the whole grants cycle from grant design to delivery
- Strong organisational skills with the ability to prioritise work effectively and to work autonomously, including to deadlines with the ability to delegate tasks well and the ability to work well in a remote team

- Excellent written and verbal communication skills in a wide range of formats
- Experience using Microsoft 365, including Excel, Word etc and with attention to detail

Beneficial

- Understanding of mental health in a UK context, including on issues facing specific groups of focus for Synergi's second round of funding; immigration settings, forensic settings, prisons, psychiatric inpatient settings
- Familiarity with the wider grant-making landscape in the UK, and awareness of radical alternative models for a more equitable redistribution of resources and power
- 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 using CRM systems
- Good understanding of racial justice, mental health and intersectionality, and ability to apply a Black Feminist lens to all aspects of the work



PERSON SPECIFICATION: GRANTS OFFICER

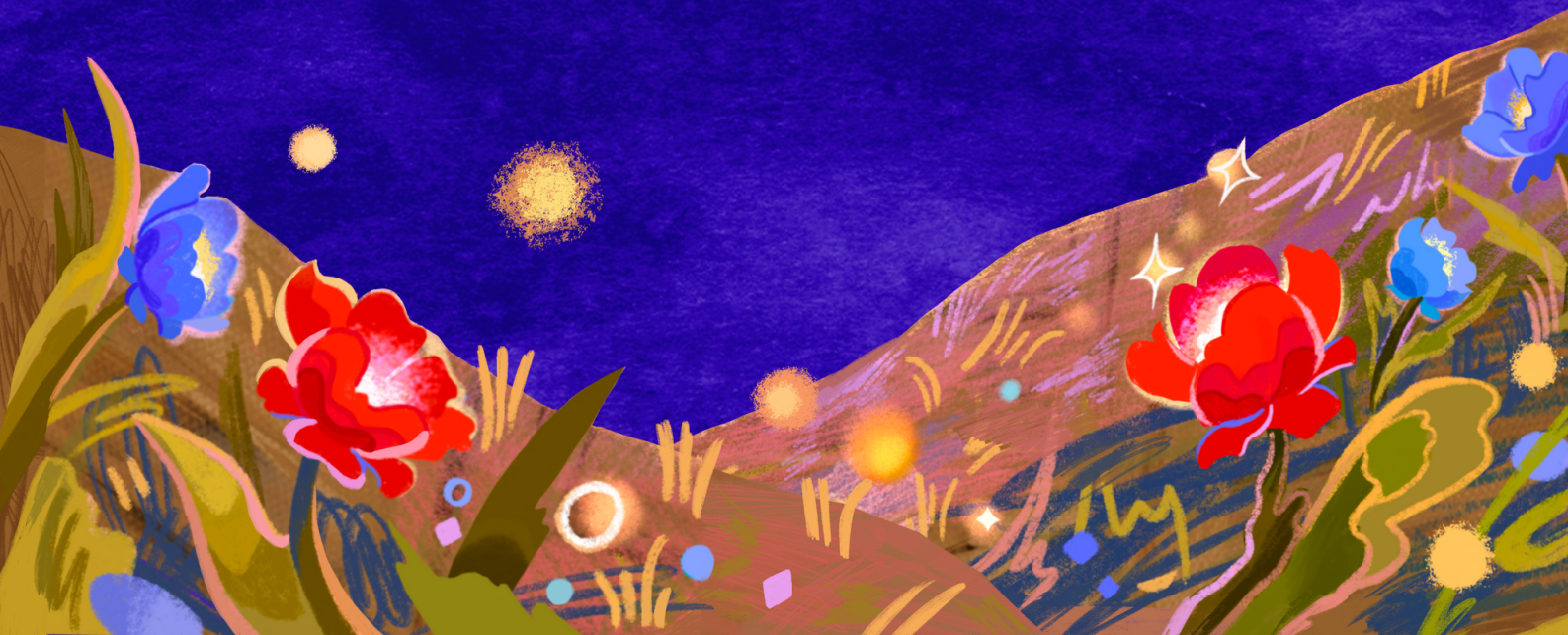
Essential

- Lived experience of mental ill-health, distress or trauma. (When addressing this point in your application form, please do not feel the need to disclose anything about your personal lived experience in any detail; we are interested in how your lived experience informs your ways of working and your interest in the role and organisation)
- A good understanding of mental health from the perspective of racialised people with lived experience of mental ill-health, distress, or trauma
- Ability to building relationships with racialised grassroots and community groups including those from the Black African and Caribbean diaspora in the UK
- Understanding of grants making, this could be from being a grantee or a grantor
- Strong organisational skills with the ability to prioritise work effectively and to work autonomously, including the ability to work well in a remote team
- Excellent written and verbal communication skills in a wide range of formats
- Experience using Microsoft 365, including Excel, Word etc and with attention to detail

Beneficial

- Understanding of mental health in a UK context, including on issues facing specific groups of focus for Synergi second round of funding; immigration settings, forensic settings, prisons, psychiatric inpatient settings
- Familiarity with the wider grant-making landscape in the UK
- Experience of implementing monitoring data for learning purposes
- Experience of working in or with user-led organisations
- Experience of using CRM systems

- Good understanding of racial Justice and mental health and intersectionality and ability to apply a Black Feminist lens to all aspects of the work
- Good understanding of the various challenges traditional funding models may create for grassroots groups



APPLICATION AND INTERVIEWS

The recruitment process consists of an application form, a first interview for longlisted candidates, and a second interview for candidates shortlisted after the first interview.

Please complete and send the following to info@nsun.org.uk. Please include “Synergi Grants Manager” or “Synergi Grants Officer”, depending on which role you are applying for, 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 “Ethos and approach”, “Lived experience”, and “Supporting information” sections of this form. The rest of the form must be completed and returned. We do not accept CVs or cover letters.
2. **Equality Monitoring Form**

Your details will be handled in line with our **Privacy Policy**.

On completion of all the above documents by **9am on Monday 26th February 2024**, we will acknowledge receipt of your application. We regret that late applications will not be considered. **You can find out more about Synergi on our website.**

If you would like to discuss this role in more detail please contact Debbie Solomon (she/her), Synergi Director, by emailing **debbie.solomon@nsun.org.uk**.

First interview

Longlisted candidates will be invited to attend a first interview. Interview invites will be sent one week before the interview date, together with details of a short presentation which we will ask candidates to prepare in advance and present at the start of the interview. The interview questions for the first interview will be emailed the day before the interview.

Interviews will be held online using Zoom with Debbie Solomon, Synergi Director, Jessica Pons, Synergi Project Manager, and Ruairi White, NSUN's Senior Communities & Grants Manager on **Wednesday 20th March 2024**.

Second interview

For candidates shortlisted at the first interview, there will be a short and more informal second interview a few days after this. The purpose of this interview is to be more conversational so you will not receive questions in advance, but we will provide you with an idea of the topics we'll be talking about. It is a chance to find out more about your interest in the role, what you would like to get from it, and how you prefer to be managed and supported. It is also a chance for you to ask any questions about the role, organisation, and job description.

We will aim to inform you of the outcome of the recruitment process on the day of your second interview. Please note that more than one candidate is likely to be put through to this second stage interview. 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.

We will aim to inform you of the outcome of the recruitment process on the day of your second interview. Please note that more than one candidate is likely to be put through to this second stage interview. Please let us know if you require any adjustments to the application and/or 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 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.



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**REGISTERED CHARITABLE
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