

Grants Officer

Is international development a passion of yours? Are you a great communicator and well organised? If so, we have an exciting opportunity for you.

Our Grants Officers (GOs) hold responsibility for operational and administrative support to the fund management of a portfolio of grants on UK Aid Match and other funds. The role supports operational management of the funds through the development and maintenance of efficient operating and reporting procedures, contract administration and logistics, ensuring grants move efficiently and in a timely manner through the grant management cycle. The GO provides operational and administrative support to all functions within the team (programmes, communications, learning, fiduciary, etc) by ensuring key processes run smoothly, document management is effective, and grant holders have the resources and guidance they need to meet compliance requirements.

GOs develop insights into the wide range of organisations, sectors, technical approaches, and countries that FCDO and other clients are working in – gaining understanding of how donor funding mechanisms operate and developing a range of relevant skills for working in grant management within the development sector. Proactive and driven candidates will have the opportunity for professional development within a dynamic international development consultancy firm.

[Follow this link for the full job description.](#)

