

Job description

Grants Officer – UK Aid Funds

Bath or London

Company overview

Our mission is to work for an equitable, inclusive and sustainable world. We serve this mission through the provision of international consultancy in health, social justice and social development, focusing on fragile and conflict-affected states, to ensure that our work reaches the world's poorest and most vulnerable people. We aim to practice business as a force for social and environmental good and expect all our employees, partners and suppliers to abide by our Code of Business Ethics.

With companies in the UK, Cyprus, Kenya and Nigeria, we have a portfolio of international development programmes as well as fund management responsibilities. We are the Fund Manager for UK Aid Direct and UK Aid Match – The Foreign, Commonwealth and Development Office (FCDO) central funding mechanisms for awarding grants to small and medium sized UK and international civil society organisations, working to reduce poverty overseas and achieve the Sustainable Development Goals.

Job context

Our Grants Officers hold responsibility for operational and administrative support to the fund management of a portfolio of grants on UK Aid Direct and UK Aid Match. The role supports operational management of the fund with the development and maintenance of efficient operating and reporting procedures, as well as contract administration, budget support and logistics, and ensuring grants move efficiently and timely through the grant management cycle. Role holders also support the teams on aspects of managing project documentation and duty of care.

Our Grants Officers develop insights into the wide range of organisations, sectors, approaches, and countries that FCDO are working in, gain understanding of how large donor funding mechanisms operate, and learn a range of relevant skills for working in the development sector. Proactive and driven candidates will have the opportunity for professional development within a dynamic international development consultancy firm.

Main responsibilities

1. Supporting the Performance and Risk Managers (PRMs) in overseeing, monitoring, and administering their portfolio of grant holders. This includes ensuring monitoring reports are submitted on time; timely submission of claims and the closure of projects.
2. Assisting the team to maintain, update and monitor project tracking tools to ensure grant holder compliance (including master grants tracker, asset process tracker, annual review tracker, etc.).
3. Ensure all documentation relating to grant holder contracting and management is up to date, complete and accurate, and contractual requirements are being met by grant holders within the agreed timeframe.
4. Maintain information within SMILE (System for Management, Information, Learning and Evaluation) - an online database of grant applications and grants, including verifying and updating grant holder contact changes.
5. Support and facilitate grant holder meetings. This includes setting up in person or remote meetings, facilitating sessions, taking minutes and arranging for follow up materials to be sent out in a timely manner.
6. Ensure appropriate logistical arrangements are in place for fund management meetings and personnel, and provide clear information relating to logistical arrangements to those concerned. This includes arranging meeting room hire, hotel bookings, visas and transport arrangements.
7. Support the Fund Manager in the procurement of external consultants, maintain and manage contract files and review and process consultant invoices.

8. In consultation with the team, review, revise and improve processes, project templates, procurement systems, asset monitoring, performance management and quality assurance mechanisms.
9. Lead on any overseas trip requirements from the fund management team, coordinating itinerary, duty of care, logistics and visas.
10. Ensure FAQs, mailing lists and other core reference materials are kept up to date. Lead on responding to queries received through the fund management mailboxes.
11. Support with necessary data collection and analysis to respond to queries from FCDO and external parties.
12. If based in London, provide office management support to the London Office. This includes overseeing and managing external visitors, managing maintenance requests, ensuring compliance of health and safety, and overseeing office utilities.

Person specification

Essential

- Educated to degree level or equivalent in International Development, International Relations or related field.
- Minimum of 2 years' experience of providing administration and operational support on projects
- Experience of creating, implementing and analysing standard operating procedures.
- Experience of using online systems and processes including database management.
- Excellent client management and verbal and written communication skills.
- Strong skills in Microsoft Office and online management systems.
- Proven ability to operate in a team environment, with people of all cultures and backgrounds, across different locations.
- Ability to manage a varied workload, prioritise tasks and work under pressure whilst meeting deadlines.
- Experience of using own initiative, with a proactive and problem-solving attitude.

Desirable

- Experience of working with FCDO, other donors or within a civil society organisation.
- Experience of working on grant making funds and good understanding of the project/grant management cycle including set up, contracting, implementation, monitoring and evaluation.
- Experience of working in an international development setting or on projects in developing countries.
- Experience with financial and project management tools, formulating risk registers and implementing logistical and duty of care procedures.

Reporting and organisation

This is a UK based position reporting to the Deputy Director of the Funds and is based in either Bath or London. Occasional national travel may be required. This position is full-time, working 37.5 hours a week and is a fixed-term contract until February 2024. Requests for flexible working arrangements will be considered.

Salary and package

Starting salary range: £22,000 – £26,500 per annum (within level 6)

Holiday: 25 days per annum + public holidays (pro-rated for part time employees)

Pension: 8% employer contribution

Life insurance: Company life insurance scheme

Benefits: Access to a flexible benefits including salary sacrifice schemes such as cycle to work and gym membership as well as retail discounts

All applicants will be asked to provide proof of identity, right to work documentation and professional references as part of the recruitment process.

MannionDaniels is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of vulnerable children and adults. All our employees are expected to share this commitment and abide by our Business Code of Ethics at all times.