



JOB DESCRIPTION

Performance and Risk Manager UK Aid Match FTC to February 2024

Bath or London, UK (currently hybrid working)

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

UK Aid Match is FCDO's key funding mechanism for civil society and is a diverse and exciting fund to be involved in. Working with organisations across different sectors, themes and sizes, the UK Aid Match supports organisations to reduce poverty and deliver meaningful change to those who are most at need and to increase the engagement of the UK public in international development.

Our Performance and Risk Managers have a portfolio of different sized grants, across different types of organisations, working across multiple countries in sub-Saharan Africa and Asia. Their responsibility is to support these organisations in managing the grants and helping them to deliver real impact on the ground.

As well as being experienced in project management, job holders should have an area of specialism as this position is the key focal point for the coordination of the technical, financial and operational performance of each grant holder.

MAIN RESPONSIBILITIES:

1. Manage a portfolio of grants from grant set up through to grant closure using best practice to achieve positive results.
2. Develop a strong understanding of each individual project objectives and be able to offer advice and support to the grant holder to improve project performance, alongside the identification and monitoring of key risks to delivery.
3. Maintain oversight of financial and contractual compliance of a portfolio of grants, including value for money, working closely with other internal compliance teams.
4. Liaise with the grant holders to analyse quarterly, six monthly and annual performance, identifying contextual and technical issues that prevent delivery and collaborate with internal teams to resolve issues.

5. Oversee the scoring and payment process for grant holder reports, ensuring internal timelines are met.
6. Work closely with the UK Aid Match team on identifying lessons learned and examples of best practice within the grants to share across the portfolio, to develop capacity building activities for grant holders and to provide regular inputs to the communications team.
7. Maintain project management tools and online systems, and provide feedback to relevant teams to enhance effectiveness.
8. In consultation with other relevant programme staff, contribute to the development and review of any new fund management tools and/or information including the Standard Operating Procedures and Procurement Policy that will draw from existing best practice in grant management.
9. Work with the Senior Programme and Risk Manager and the Operations Manager to provide any input for FCDO requests and reporting.

PERSON SPECIFICATION:

Essential:

- Educated to degree level or equivalent in International Development and/or International Relations.
- Minimum 5 years' experience working within an international development, international aid, public health, human rights or social policy with responsibility for managing projects, contracts or grants, including performance management, resource allocation, evaluation and learning.
- Demonstrable passion for working with civil society or in international development.
- Excellent client and relationship management experience with the ability to interact with grant holders, in English, constructively and effectively.
- Good familiarity with Microsoft Office and online management systems.
- Good financial literacy, commercial acumen and attention to detail.
- Proven ability to operate in a team environment liaising with culturally diverse teams in an international setting.
- Ability to manage a varied workload, plan and prioritise tasks, work under pressure and meet deadlines.
- Ability to work independently, use own initiative, with a proactive and problem-solving attitude.

Desirable

- Master's degree in relevant subject such as international relations, administration or organizational management.
- Credible field experience of working with civil society organisations.
- Experience of managing and developing a portfolio of grants.
- Knowledge of FCDO processes and procedures.

REPORTING AND ORGANISATION

This is a UK based position reporting to the Senior Performance and Risk Manager, UK Aid Match and is based in either the Bath or London office (currently hybrid working). Occasional international and national travel may be required. This is a full time position and requests for flexible working arrangements will be considered.



Salary and package

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| Starting salary range: | £27,000 – £33,500 (within level 5) |
| Holiday: | 25 days per annum + public holidays |
| Pension: | 8% employer contribution |
| Life insurance: | Company life insurance scheme |
| Benefits: | Access to a flexible benefits, retail discounts and salary sacrifice schemes including workplace nursery and cycle to work. |