

## **Job description**

### **Grants Officer – UK Aid Match (1 Year FTC)**

Bath or London, one year contract with possibility to extend.

#### **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 Bangladesh, we have a portfolio of international development programmes as well as fund management responsibilities.

Our Fund Management practice area works on the management of UK Aid Match (funded by FCDO), the GSMA Innovation Fund, and the Gavi Civil Society Organisation (CSO) funding mechanism. Our services cover the full funding round cycle from fund design and strategy to project closure. We invite proposals for critical initiatives and, following a rigorous and transparent selection process, we award grants for the strongest projects. We provide personal, tailored capacity building support for grantees along the way and are well known for our collaborative approach.

#### **Job context**

Our Grants Officers hold responsibility for operational and administrative support to the fund management of a portfolio of grants on 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; setting up / supporting grant holder meetings, facilitating sessions, taking minutes and arranging for follow up materials to be sent out in a timely manner.
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.). This includes excel database management and some prior knowledge is required.
3. Coordinating meetings and reporting for the client (FCDO): diary management, meeting minutes, tracking actions, etc.
4. Manage FCDO's asset process end to end, and IATI reporting functions for the fund.
5. 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.
6. Maintain information within Grantelope - an online grant management system for grant reporting and communication.
7. Supporting the fund team with coordination of events, and delivery of learning and communications plans; providing data management support for fund level analysis.

8. Supporting logistical arrangements for fund management meetings / personnel and communicating this effectively, including meeting room hire, hotel bookings, visas and transport arrangements.
9. Support the Fund Manager in the procurement of external consultants, maintain and manage contract files and review and process consultant invoices.
10. In consultation with the team, review, revise and improve processes, project templates, procurement systems, asset monitoring, performance management and quality assurance mechanisms.
11. Support with overseas trip requirements from the fund management team, coordinating itinerary, duty of care, logistics and visas.
12. 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.
13. Support with necessary data collection and analysis to respond to queries from FCDO and external parties.
14. Support team to manage an effective file management system: consistent naming and placement of files and good version control management. This includes file management for any contract transitions.
15. 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 using online systems and processes including database management.
- Excellent client management and verbal and written communication skills.
- Strong skills in Microsoft Office, in particular, Microsoft Excel, 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.
- An interest in MEL and learning, data management and analysis.

## **Reporting and organisation**

This is a UK based position reporting to the Fund Portfolio Manager 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 June 2025, with a possibility for extension. Requests for flexible working arrangements will be considered.

## **Salary and package**

Starting salary range:	£23,000 to £31,000 (DoE)
Holiday:	25 days per annum + public holidays
Pension:	8% employer contribution

Life insurance:	Company life insurance scheme
Benefits:	Access to a flexible benefits and discounts scheme and Employee Assistance Programme
Salary sacrifice:	Cycle to work scheme and/or annual gym membership

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.

### **To apply**

Please send your CV and a covering letter to [careers@manniondaniels.com](mailto:careers@manniondaniels.com) no later than the **Noon on Monday, 17 June 2024**. Please use the job title in the subject line. MannionDaniels reserves the right to conduct early interviews for the right candidates.