



Photo: Nifin'Akanga

## **Job Description**

**Francophone  
Grants Officer**



**OUR VISION** Full attainment of SRHR for all

**OUR MISSION** To be a global leader in supporting grassroots organisations and building stronger, more inclusive movements for SRHR for all, especially in challenging contexts.

**WE ARE**

- Accessible and responsive to applicants and grantees
- Supportive and flexible in engaging with applicants and grantees
- Open & transparent, committed to making information widely available
- Demand-lead, using grantee feedback & lessons to adapt ways of working
- Results focused, with performance metrics jointly developed with grantees
- Sound management and stewardship of financial resources
- Independent from external policy pressures and guided by our members

**AmplifyChange is a not-for-profit organisation that supports local civil society organisations to advocate for sexual and reproductive health and rights (SRHR)**

**BACKGROUND**

AmplifyChange makes grants of various sizes and duration to support the work of civil society organisations (CSOs) located in low- and middle-income countries, advocating for improved sexual and reproductive health and rights (SRHR). More information can be found on our website: [www.amplifychange.org](http://www.amplifychange.org)

AmplifyChange registered as an independent entity in early 2020, with a five-year strategy outlining our approach for the future. Since our inception in 2014, AmplifyChange has awarded over 1,200 grants to CSOs working in SRHR, mainly in Sub-Saharan Africa and South Asia, and run 56 funding rounds processing approximately 9,000 eligible applications.

**OUR VALUES**

While AmplifyChange accepts applications on a competitive basis to make grants accessible to all, our ethos is to support applicants and grantees to succeed, and to facilitate access to longer-term and more predictable funding to well performing groups. AmplifyChange is agile, lean and light touch, without compromising quality and the ability to provide personalised support to our grantees.



# THE ROLE

## JOB CONTEXT

We are looking to recruit a bilingual, French and English speaking, Grants Officer to join our dynamic team of dedicated sexual and reproductive health and rights specialists. The Grants Officer provides support to the Grants Support Team and Grants Operations Manager across a portfolio of grants, ensuring grants move efficiently and in a timely manner through the grant management cycle. The Grants Officer will be trained to become an advanced user of our online Grants Management System Fluxx and will guide and support users who are less conversant with the system. The Grants Officers also support operational management of the fund with the development and maintenance of efficient operating and reporting procedures.

AmplifyChange is a bi-lingual fund. Due to the current team composition, fluency in French is required, as the postholder will support our Francophone grantees, who are based across West-Africa and occasionally the Middle East and North Africa (MENA) region.

The role is a Bath-based position and will work closely with team members in the UK and overseas, including our Grants Support Team, our Finance Team and our Fiduciary Risk Team.

## MAIN RESPONSIBILITIES

- Using our online Grants Management System Fluxx, oversee a portfolio of grants through a grant implementation process from grant set up through to grant closure, ensuring compliance with internal procedures
- Act as the operational focal person for grantees and provide support throughout the grant cycle on contractual, operational and reporting matters, drawing on and coordinating expertise from the Grants Managers and Fiduciary Risk Team (FRT)
- Provide support in the preparation and implementation of new grant calls, and support the selection and Due Diligence process when necessary, responding to all applicants whether successful or unsuccessful
- Regularly monitor the completion of pre-contracting conditions by grantees, and obtain appropriate sign-off internally
- Coordinate, draft and issue Grant Agreements and Addendums using our online system
- Provide regular and up-to-date information to operational management by tracking and monitoring grants, and sharing best practice and lessons learned across the portfolio of grants with other staff members and stakeholders
- Track grantee reporting deadlines, supporting timely report submission by grantees
- Monitor grantee disbursements in collaboration with the Fiduciary Risk and Finance teams
- Support team members, grantees and external consultants to be confident users of the grant management system





- Contribute to the further development of our business processes and the grant management system, by sharing feedback and suggestions with relevant colleagues
- Respond to queries from grantees and third-party stakeholders via email
- Provide support to our online grantee community in the Circle platform

## **PERSON SPECIFICATION**

### **Essential:**

- Sensitivity to, and support for, the values and general aims of AmplifyChange
- Fluency in French and English
- Educated to A-level or equivalent
- Excellent familiarity with Microsoft Office
- Excellent communication skills
- Excellent attention to detail
- Good numeracy
- Ability to build effective working relationships with team members of diverse backgrounds and expertise, both in person and virtual
- Ability to use own initiative, with a proactive and problem-solving attitude
- Ability to manage a varied workload and prioritise tasks, work under pressure and meet deadlines

### **Desirable:**

- Educated to degree level or equivalent
- Experience in project coordination or administration
- Experience with grant making and understanding of the grant management cycle including set up, contracting, implementation, monitoring and evaluation
- Experience using Grant Management Software. Experience using Fluxx is a very strong advantage
- Knowledge of, or experience working in, Francophone West Africa and/or MENA region
- Knowledge of donor agency procedures
- Fluency in Arabic, Hindi, Urdu, Portuguese, or other language skills relevant to the fund

## **REPORTING AND ORGANISATION**

This is a UK based, full time (37.5 hours/week) permanent position, reporting to the Grants Operations Manager. AmplifyChange is based in Bath, and we operate on a hybrid working model. Requests for flexible working arrangements will be considered. We can only accept applications from those with proof of the right to work in the UK. Occasional national and international travel may be required.

## **SALARY AND PACKAGE**







**Basic salary range:**

£ 26,000 - £ 29,500 (dependent on experience)

**Holiday:**

25 days per annum on full time basis plus public holidays

**Pension:**

8% employer contribution

**Life insurance:**

Life Assurance Scheme

**Benefits:**

Employee Assistance Program

## HOW TO APPLY

If you wish to apply for this role, please submit your cover letter and CV via our anonymised recruitment process to CharityJob. Please submit your application no later than Sunday 28<sup>th</sup> April 2024.



AmplifyChange 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 Code of Ethics at all times.



[amplifychange.org](https://amplifychange.org)



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@amplifyfund



WeAmplifyChange

Photo: Young and Alive Initiative