

**GRANTS MANAGER**

**THE HUMAN RIGHTS FUND**

Would you like to be at the forefront of providing essential funds to cash-strapped human rights organisations both in the UK and abroad? Do you have the necessary skills to make a real difference? To identify, develop relationships with and monitor organisations which do important and sometimes unsung work?

**The Human Rights Fund** gives grants to progressive groups and organisations which actively promote and defend human rights and seek transformational change. We don't fund the fashionable and well-endowed, but rather seek to identify where there is real need and where we can make a genuine difference. We typically fund organisations which may be doing unique or unusual work, often in challenging circumstances. We are sympathetic to new and recently-founded organisations and those which have difficulty in raising funds. We are pro-active and do not accept unsolicited applications for funds (which explains why we do not have a website).

We are looking for someone who is a self-starter, well organised and numerate. You should be well-informed about, and have an understanding of, one or more of the issues which our grant-funding programme addresses, namely:

- Palestinian rights
- Alternative media
- Violence against women and girls
- Social justice

You are likely to have experience in either grant giving, working for an NGO or campaigning. You will research potential grantees, conduct due diligence, monitor grantees (which includes developing good relationships) and review grants.

You will help administer our current programme and identify organisations that would benefit from our support. Do you have the experience, drive and necessary skills to make a real difference and help us progress to the next level? If so, then we'd like to hear from you.

**Key Tasks**

- Within agreed parameters, identify and research potential grantees including due diligence and meeting with leadership of potential grantees
- Considering core versus restricted or project funding
- Monitoring grantees and ensuring compliance with grant requirements
- Annual reviews of grantees including reviewing annual reports etc.
- Keeping an account of grants using Excel
  
- Assist in reviewing our portfolio of existing grants
- Help develop our grant making strategy
- Help review process for awarding grants and identifying impact
  
- Keeping our template agreement and other documents under review
- Arranging verification of charitable status of organisations not registered as UK charities

- Analysing whether we make a difference
- Liaising with other funders, fiscal sponsors or charities

## Experience and Skills

### Essential

- Understanding of and commitment to human rights
- Experience with an NGO, charity or campaign, preferably in areas relevant to the Fund's work
- Well-informed about, and have an understanding of, one or more of our funding tracks – Palestinian rights, alternative media, violence against women and girls, and social justice
- Good communication skills – both written and verbal
- Good level of numeracy and the ability to understand a basic budget
- Good IT skills including good working knowledge of MS Office, Excel and other relevant software
- Well organised self-starter, methodical and accurate with good attention to detail
- Ability to work independently and on own initiative

### Desirable

- Experience in the human rights sector
- Experience of grant-making, fundraising and/or campaigning
- Experience of undertaking research and writing reports
- Ability to understand accounts
- Familiarity with social media

## Terms

- The position is 2 to 3 days (up to 21 hours) per week, working from home. We are flexible on working hours and will discuss exact hours and working patterns with candidates at interview.
- You will meet regularly with and be responsible to our Founder and Executive Committee who are based in London. You will therefore need to be in London or within easy travelling distance.
- Salary: circa £32,000 to £37,000 (FTE) depending on experience
- Other terms: pension option, 25 days annual leave (pro rata), probation period.

## How to Apply

- Please send your CV with a covering letter (max 2 pages) identifying your experience/skills in the matters listed under "Key Tasks" and "Experience and Skills" (with the names and positions of two referees who will only be contacted if your application is successful) to Harold Immanuel (Founder) at [harold@immanuel.co.uk](mailto:harold@immanuel.co.uk) by 24<sup>th</sup> February. Please put "Grants Manager Application (CT)" in the subject line of your email. All applications will be treated strictly confidentially.
- Shortlisted candidates will be interviewed on 6<sup>th</sup> March. Applications which are not shortlisted will not be acknowledged.