

Position vacancy

Development and Grants Senior Officer, Indonesia

Location: Denpasar, Bali, or Bristol or London, UK

Closing date for applications: 27 May 2024

Contract status: Full-time

Start date: As soon as possible

Contract duration: Permanent

Remuneration: Rest of UK (Bristol) GBP 28,000 - GBP 33,000; London GBP 32,000 - GBP 37,760; Bali or Denpasar IDR 235,000,000 - IDR 283,342,176 gross per annum

Salary band: Senior Officer

We rebuild tropical fisheries with coastal communities

Blue Ventures is a marine conservation organisation that puts people first. We support coastal fishers in remote and rural communities to rebuild fisheries and restore ocean life. Our work began two decades ago in Madagascar's remote coastal communities and is growing globally.

Across a dozen countries, we're partnering with traditional fishers and community organisations to design, scale, strengthen and sustain fisheries management and conservation at the community level. We bring partners together in networks to advocate for reform, and share tools and best practices to support fishing communities across the globe.

Summary job description

We seek a Development and Grants Senior Officer to support our funding applications and grant reporting for Blue Ventures' Indonesia programmes. This pivotal role offers the opportunity to join a dynamic and rapidly expanding team with prospects for professional growth and exposure to diverse projects within our global portfolio.

This is an exciting opportunity to join an ambitious and fast-growing team, with opportunities for travel, professional development and learning from across our global programmes.

We are looking for an experienced individual to support grant application management and the production of high-quality narrative and financial reports. Reporting to the Development and Grants Lead - Indonesia, the role will work closely with our field-based teams and partner NGOs in multiple countries worldwide, focusing on fundraising and grant management in Indonesia.

The successful candidate will have excellent written and verbal communication skills, with proven experience in maintaining systems to keep track of funding applications and reports and ensuring accountability to and compliance with donor requirements.

Experience in the environmental conservation and international development sectors would be beneficial. Fluency in English is required.

The successful candidate will be motivated, proactive, highly organised, and able to assimilate and interpret large volumes of information into clear and compelling applications and reports.

Assessment of applications will include candidates' alignment with BV's core values and mission to support human rights-based approaches to marine conservation and fisheries management.

The ideal candidate thrives in fast-paced, ambitious environments and independently navigates complex challenges. This role demands problem-solving acumen and the ability to operate autonomously while contributing to collaborative team efforts.

Our hybrid working policy currently requires attendance in the office at least two days per week.

Responsibilities

Prospect Research

- Undertake regular prospect research to identify new funding opportunities, utilising appropriate methods and tools.
- Support the Development and Grants Lead to develop and refine fundraising strategies tailored to Blue Ventures' Indonesia programmes, considering financial and operational requirements.
- Where required, plan and schedule fundraising activities, monitor progress against income targets, and adjust strategies as needed.

Proposal development

- Write and edit high-quality narrative content to describe Blue Ventures' projects, priorities and impact powerfully and succinctly.
- Working closely with the Development and Grants Lead, Indonesia, maintain close interaction with colleagues and partners to translate programme priorities and learning into clear funding proposals that communicate Blue Ventures' work in a compelling way to funders.

- Support on the preparation, development, internal review and submission of funding proposals, including log frames, timelines and detailed budgets as required.

Donor engagement and relationship management

- Support excellent donor communications for new and existing grants through effective grant management and donor stewardship, including coordinating responses to funder queries, contracts and ensuring contractual compliance.
- Organise and attend meetings or calls with donors as and when required, including taking meeting minutes.

Grant management

- Coordinate the set-up and closure of grants, working with teams in the UK and Indonesia to ensure clear assignment and understanding of roles and responsibilities in relation to project implementation, funder compliance and deadlines.
- Coordinate regular grant check in meetings with the Indonesia Technical and Partnerships teams to ensure grant progress and expenditure are monitored and on track.
- Work closely with the finance team on grant expenditure reviews, ensuring accuracy and compliance with financial reporting requirements.
- Coordinate the reporting process for grants, working with the Indonesia Technical and Partnerships teams and finance team to produce timely and accurate narrative and financial reports.
- Supporting the Development and Grants Lead, Indonesia, with administrative tasks, including organising meetings and ensuring all grant documentation is stored and updated promptly in relevant systems, including the new CRM system

Coordination and Professional Development

- Coordinate small projects as assigned, demonstrating initiative and autonomy in achieving project objectives.
- Identify and negotiate appropriate personal development opportunities within the role, actively seeking opportunities to enhance skills and knowledge.

Skills and experience

Required

- Proven experience in applying for funding for charitable causes
- Proven experience in grant management, including supporting with monitoring budgets, narratives and financial reporting, preferably in an NGO setting

- Experience in effective and values-based partnership work between international and local organisations and communities
- Fluency in English
- Excellent writing skills
- High-level interpersonal and communication skills, including experience in communicating effectively across cultures and with diverse audiences, both verbally and in writing

Desired

- Postgraduate/graduate degree (or equivalent) in relevant field and proven experience in rural development or environmental conservation
- Fluency in Bahasa Indonesia
- Experience developing logical frameworks and theories of change

You will be a great fit if

- You show a commitment to Blue Ventures' mission and values, evidenced by a high level of personal and professional integrity, humility and humanity.
- You've shown a willingness and ability to challenge the status quo creatively and productively.
- You have an analytical mindset and orientation toward measurement, outcomes and continuous improvement and learning. You value in others, and yourself, data-driven and consultative decision-making.
- You think critically and put a high value on offering and receiving constructive feedback and criticism.
- You're a natural relationship builder and have a proven ability to work collaboratively with others in a complex organisation, demonstrating professional curiosity, team building and facilitation skills. You enjoy collaboration and have a genuine interest in learning from and developing others.
- You're a people person who takes pride and pleasure in developing talent and creating safe, happy, productive and engaging workplace cultures and environments for staff at all levels and from varied backgrounds. You crave building teams, finding talent, nurturing relationships, and tackling challenging people-related issues.
- You are a passionate professional who combines strong leadership skills with patience and a humble approach.
- You're able to engage people's energies, hearts and minds in service of a mission. You use exemplary interpersonal skills to establish relationships of trust and influence
- You're detail-oriented and compliance-minded; you enjoy dotting i's and crossing t's
- You demonstrate excellent organisational skills, an ability to marshall resources, and continually improve systems and processes.
- You show self-motivation, flexibility, and the ability to work and thrive in a fast-paced, energetic, entrepreneurial environment.
- You're trustworthy in managing sensitive situations and information; you are discrete, professional, and possess excellent judgement
- You are comfortable with a playfully professional workplace culture.

We encourage applications from all individuals regardless of age, gender, race, ethnicity, religion or sexual orientation, and evaluate all candidates based on merit. We welcome candidates from countries in which Blue Ventures operates. We offer a supportive environment for professional development, as well as a competitive salary.

Gender equality and equity are key priorities for Blue Ventures and its mission to secure more sustainable fisheries management and conservation for communities. It is the responsibility of all employees to ensure that equal opportunities are available and accessible for all and that no one is excluded or further discriminated against due to the multiple identities they may hold, including sex, gender, age, ethnic origin, disability, religion or belief, socio-economic status or geographical location.

Blue Ventures is committed to safeguarding and promoting the welfare of young and vulnerable people and expects all members of staff to share this commitment. We take a zero tolerance approach to anyone who contravenes our safeguarding and protection policies. All candidates will be asked questions on safeguarding and child protection.

Any conduct that prevents the promotion of equality and equity will be dealt with in accordance with BV's policies and procedures and we encourage all colleagues, partners, trustees and communities to report violations to our code of conduct via the email report@blueventures.org or [+44 7950 182475](tel:+447950182475).

This job description details the main duties and responsibilities for the position. However team members are required to show flexibility in their approach to work and be willing to undertake other tasks that are reasonably allocated to them but which are not part of their regular job description. Where any task becomes a regular part of someone's responsibilities, the job description will be updated in consultation with the team member.

Application process

Applicants should apply online via Blue Ventures [website](#) by 27 May 2024.

Please note that applications will be reviewed on a rolling basis and first-round interviews may be conducted with short-listed candidates before the application deadline.

All shortlisted candidates will be contacted within two weeks of the closing date.

The assessment process for shortlisted candidates will include timed written tests and exercises.

Why work with us

Mission: We operate at the frontline of some of the world's most pressing environmental problems, innovating effective, equitable and scalable responses with coastal communities. We are recognised as a transformative force in our sector.

Working style: We're a fast-moving social enterprise, quick to embrace and implement promising ideas without bureaucracy.

Autonomy: We expect and support our colleagues to take a lead in their own work, offering scope for creativity and strategic input.

Professional development: We challenge and support our colleagues to grow their skills, providing considerable exposure to different work experiences and training opportunities.

Adventure: We offer extensive opportunities for travel, working in diverse environmental and cultural contexts.

Family: We look out for one another as we work closely together in challenging situations, celebrating successes and spurring each other on when the going gets tough.

Values: Our organisational values are central to everything we do:



Communities first

Above all, we listen to community needs, responding in a sensitive and pragmatic way for lasting benefits.



Passion & belief

Our mission is urgent and critical, we believe that our approach works, and we're determined to get the job done.



Valued people & effective teams

We work in diverse and inclusive teams where all members have a voice and influence.



Innovation & courage

We're resourceful and creative. We're prepared to take risks and challenge broken paradigms.



Openness & humility

We work in a transparent and collaborative way to share what we learn.



Grounded in evidence

We have high standards and aren't afraid to be self-critical. If something doesn't work, we change tack until we're on the right course.