

## SENIOR GRANTS MANAGER

<b>Duration:</b>	Permanent
<b>Salary:</b>	Circa £48,000 per annum
<b>Job Level:</b>	Level 3
<b>Hours:</b>	35 hours per week. Other flexible arrangements will be considered.
<b>Disclosure Level:</b>	Basic. This role involves no direct or indirect work with children.
<b>Team:</b>	Partnership and Programme Intelligence
<b>Reports to:</b>	Director of Partnership Operations
<b>Location:</b>	Working from home and at 1 Westfield Avenue, London E20 1HZ

At the UK Committee for UNICEF (UNICEF UK), we pull together to achieve the best possible results for children in danger around the world. We believe in an inclusive workplace and in the power of fulfilled colleagues who share the same values and goals, enjoy their work and are motivated to do their utmost for children.

Our work is guided by the UN Convention of the Rights of the Child (UNCRC) and the Sustainable Development Goals (SDGs), which recognise the universality of children's rights.

### ABOUT THE TEAM

The Grants Management team sits within Partnership and Programme Intelligence (PPI), part of the Partnerships and Philanthropy Directorate and is responsible for ensuring efficient and effective management of UNICEF UK's international programme grants from funding and reporting design through grant closure.

### ABOUT THE ROLE

The Senior Grants Manager oversees a small central grants management team, responsible for ensuring that funds raised by UNICEF UK are accurately and efficiently transferred to the appropriate UNICEF global programmes, and that partnership fundraising teams are supported with effective grant management systems and processes.

#### What we will expect you to achieve

- Lead and set strategic direction, plan, and priorities for the central grant management function.
- Build collaborative and strong relationships with high value fundraising teams across UNICEF UK, ensuring that the needs of these teams for grants management are understood and met by the central grants management function.
- Provide empowering and enabling line management to the Grants Manager and Grants Team Coordinator.
- Working with the Information functions, drive forward the continued development and strengthening of UNICEF UK's Programme Contribution Management system and support the Grants Management Officer in the management of this system.
- Work with information and finance colleagues to specify and drive the creation of a new grants management database to track, monitor, and manage UNICEF UK grants.
- Advise on appropriate grants management, budget, and reporting consideration at both at proposal development and grant contracting stages.
- Work to develop processes and systems to track programme funding opportunities.

- Demonstrate and model a commitment to our shared values, behaviours and inclusive practices (known as [Our Shared Commitment](#)) in all aspects of your work.

## BEHAVIOURS, EXPERIENCE AND SKILLS

This section contains the essential behaviours, experience, knowledge and skills needed in order to be effective and successful in this role. All criteria in this section are essential.

### Effective Behaviours

Supporter driven and mission aligned.

- Is committed to children and their rights and motivated to work towards achieving a world that is fit for every child.
- Takes a supporter-centred approach to storytelling, identifying ways to deepen a supporter's relationship with UNICEF through motion graphics and video whilst achieving the campaign objectives.

Communication

- Sensitively decisive, taking time to consult with relevant stakeholders before making and communicating clear decisions and the reasons for them.
- Demonstrates excellent interpersonal skills with the ability to listen.
- Creates and encourages cross-organisational teamwork and collaboration, acting as a visible role model.

Efficiency and Effectiveness

- Provides strategic direction, sets clear objectives, clarifies expectations, and agrees the parameters for each person's authority and accountability.
- Manages conflicting priorities to ensure that objectives are achieved, and deadlines met.

### Relevant experience

- Financial and grant management systems, including the creation of new systems and processes and associated change management.
- Contract negotiation with high value funders.
- Successful management and/or direction of a small function.
- Working with complex systems and stakeholder relationships in a global context.

### Specific knowledge and skills

- Knowledge of international development sector.
- Knowledge of trends and practices in corporate, philanthropic and foundation funding.