

## **Job Description**

<b>Position:</b>	<b>Grants Officer</b>
<b>Contract:</b>	Fixed term/permanent
<b>Location:</b>	<b>Either Southwick (UK) or Lisbon (Portugal)</b> (Hybrid Working Arrangement - 2- day per week min in office)
<b>Responsible to:</b>	Philanthropy and Grants Director

The Global Wind Energy Council (GWEC) is a high-profile organisation and trade association leading the international clean energy transition as the world seeks to stay within 1.5c global warming target. Our mission is to ensure that wind power establishes itself as the answer to today's energy challenges, providing substantial environmental and economic benefits. We have innovative programmes and collaborations promoting sustainable offshore wind development, mentoring women working in wind industry, education and energy access. We are a Belgium registered non-profit with subsidiary companies and offices in the UK, India, China, Singapore and a global staff of around 70. We have grown our revenue five times in as many years and have bold growth plans over the next decade as we seek the urgent scale up of wind and clean energy in new and existing markets.

GWEC is increasingly working through hosted collaborations which bring like-minded organisations together to achieve the wider goals. One such organisation is the Global Renewables Alliance (GRA) which brings together the associations representing the major renewables technologies. GRA campaigns for growth in renewables, including at high profile events including New York Climate Week and COP with its Double Down, Triple Up - 3X Renewables campaign.

### **Role Overview:**

This is an exciting new position for a highly motivated, organised, analytical and collaborative grants management professional with the experience and commitment to manage a portfolio of grants, including ensuring that project leads have the tools, systems and processes in place to deliver against their grants, whilst adhering to organisational and donor-specific compliance standards.

Over the next two years, GWEC expects to rapidly scale up the number and size of the grants that we are managing globally, and the post-holder will play a pivotal role in securing new grants, and building the capacity of the global staff team to effectively manage the grants once secured. The successful applicant is likely to be someone who enjoys problem solving, innovation and collaboration with multiple departments and individuals.

### **Responsibilities:**

#### **Grant identification and pipeline management**

- Conduct research to identify potential grant funding opportunities from foundations, governments, and other sources aligned with GWEC's mission and projects.
- Conduct research and analysis on the reporting and financial requirements of prospective donors or funding opportunities and help assess their viability.
- Along with the Grants Director, maintain the funding pipeline/ grant management database.

### **Grant proposal development/ application process**

- Manage the end-to-end grant application process for new grants, as agreed with your line manager, including gathering and submitting supporting documentation needed for organisational-level due diligence and ensuring compliance with funder requirements.

### **Budget and financial management**

- Collaborate with the project and finance teams to develop project budgets prior to project commencement, obtaining sign-off as required and addressing questions as raised by the donor.
- Monitor spending against grants in relation to activities delivered, and ensure accurate financial reporting to funders.
- Based on data received from the finance team, ensure Project Leads receive monthly spend updates, to enable them to closely manage spend against grant in line with the agreed budget phasing.
- Work closely with the Grants Director and Project Leads to ensure donor budgets are utilised as directed, financial reporting is on-track, and any alterations are communicated internally and externally, as required.
- Support Project Leads to re-forecast budgets where variances of +/-10% are expected, and ensure donors are notified in line with contractual obligations.

### **Grant compliance**

- Ensure compliance with grant agreements, reporting requirements, and regulatory guidelines, and coordinate with relevant stakeholders to fulfil reporting obligations.
- Within each grant's inception period, ensure that the project delivery team is inducted on contractual obligations, and provide support and advice regarding adherence to contracts throughout the grant period.
- Support on grant management documentation, including quality assuring processes delivered in support of grant management, including timesheets and procurement documentation.
- Support the project delivery teams in the preparation and submission of donor reports, quality assuring information received from the project delivery teams and ensuring reports meet donor compliance and expectations.
- Support project delivery teams with grant close-outs, ensuring project and grant close-out activities are carried out in line with policy.

### **Grant Performance Management**

- Support the Grants Director to ensure that all grant management tools are set up with each grant's inception period including the project workbook being developed and shared with the project delivery team.
- Coordinate quarterly grant oversight meetings, and hold project delivery teams to account for delivery of projects in line with agreed policies, budgets, deliverables and contracts, and in accordance with specific donor requirements.
- Ensure GWEC fulfils its obligations to donors as per grant contracts, and that all obligations are met to a high quality and in a timely manner, including reporting and communication.
- Support the finance team to liaise with auditors throughout audits, ensuring grants meet audit requirements and support the implementation of any audit recommendations.

### **Knowledge Sharing**

- Stay informed about trends and best practices in grant funding and statutory funding opportunities relevant to GWEC's mission, and share insights with the team.
- Share technical advice, grant specific guidance and project management best practices and tools.
- Contribute to GWECs grant-related systems, policies, processes, and guidelines.
- Provide information and ongoing training to project staff on any relevant grant related topic, creating and sharing any materials where necessary.

### **Strategy**

- Support the Grants Director in the delivery of the fundraising strategy, including assuming responsibility for the delivery of identified tasks within the team's annual work plan.
- Engage in regular monitoring of progress against the work plan to ensure team activities contribute to the achievement of the strategy.

### **Essential Person Criteria:**

- Right to work in UK or Portugal
- Fluency in written and spoken English
- University Degree (BA or Bsc)
- 3 or more years relevant experience, in either a non-profit organisation or a grant making organisation
- Be diligently compliance-driven to ensure organisational adherence to grant-maker requirements, and local laws and regulations
- Commitment to the work and mission of GWEC and the clean energy transition
- Proven ability to build good working relationships with finance and non-finance staff
- Strong analytic skills and problem-solving abilities.

### **Desirable Person Criteria:**

- Experience of grant funded project audits
- Experience of developing project metrics and KPIs.