

Job Announcement



**MONTPELIER
& HAMPSHIRE**
FOUNDATIONS

Programme Manager

The deadline for applications is Sunday 24th November 2024

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| Location: | London (candidates must have right to work in the UK) |
| Location type: | Hybrid |
| Reporting to: | Chair of Montpelier Foundation |
| Annual salary: | £55K - £65K GBP, commensurate with experience |
| Contract type: | Permanent |
| Candidate level: | Experienced non-manager |

Background

[Montpelier Foundation](#) is a UK-registered charity focused on tackling climate change and poverty. Our team works on behalf of the Montpelier and Hampshire Foundations' family office, managing close to \$20M in grants annually to non-profits worldwide.

Our priorities are to speed up the energy transition away from fossil fuels towards clean renewables and to protect the land and forests which absorb carbon from our atmosphere, while safeguarding the livelihoods of those most affected by climate change.

We do this by funding non-profit partners across the globe: in high- and middle-income countries, where there are the highest greenhouse gas emissions, and in low-income countries, where there is the least amount of climate change funding available and the highest levels of poverty. We work to ensure that our grants provide meaningful and flexible support to our partners and have the highest impact for the intended outcomes of the Foundation.

Purpose of role

Based in our offices in Knightsbridge, London, the Programme Manager will have experience in grant-making or in relevant non-profit or policy sectors, and an interest in social and environmental causes

globally. This is an excellent opportunity for someone looking to make a significant contribution to tackling climate change and poverty, in a predominantly office-based role. You would be joining a tight-knit team working in a fun, innovative and flexible environment.

Primary responsibilities

- Managing an existing portfolio of livelihoods and climate grants, i.e. owning the relationship with the NGOs, following their progress, overseeing the financial and legal aspects of the grant, and reporting to the Chair. A lot of this can be achieved through desk-based work, calls and meetings, but sometimes we need to travel to see our partners' work in person.
- Making recommendations on grant renewals, by carrying out detailed analysis of the NGOs and the impact of the grants and working towards their approval by the board of directors.
- Exploring new grant opportunities under the strategic direction of the Foundation's Chair.
- Maintaining, strengthening and growing the Foundation's international network of foundations, subject experts, social intermediaries and service providers.
- Carrying out administrative tasks that are shared across the Programme Team, which could include financial reporting and website management.

Experience

- Strong academic background with a degree in a relevant field (postgraduate degree preferred) or equivalent professional experience.
- At least 5 years' work experience in grant-making, or in relevant non-profit or policy sectors.
- Strong interest in international development and climate change, and a willingness to keep learning about new sectors, geographies and solutions.
- Fluency in English with excellent writing and communication/presentation skills.
- Assertiveness and confidence working with people and building trust-based relationships – in person, on the phone and on email with grantees, the team and board.
- Strong research and analytical skills.
- Ability and willingness to hit the ground running and take direction.
- Team player who likes being part of a small team and gladly pitches in on any task, big or small.
- Proficiency in Microsoft Office including Excel.
- Right to live and work in the UK.

Personal traits desired

- Adaptable - able to handle a variety of tasks and changing situations.
- Personable - pleasant to work with, able to bring positive energy to the team.
- Independent - capable of working autonomously and managing own time.
- Tenacious - persistent in tackling challenges and seeing tasks through.
- Flexible - open to new ideas and ways of doing things.
- Collaborative - a good team player who works well with others.

To apply for the post

To apply for this role, please submit a copy of your CV/resume and a cover letter outlining your interest in the role and how you fulfil the requirements set out in the job announcement by clicking on the following link: <https://recruitcrm.io/apply/17295005753680039627rKW>

If you have any questions about the role or organisation and would like an informal chat ahead of submitting a formal application, please reach out to Ruth Gardner at ruth@darylupsall.com

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Applications will be evaluated as they are received, allowing for an ongoing review process.

Stay updated on the latest jobs by subscribing to our [Global Charity Jobs](#) weekly bulletin and if you're looking for a rewarding career in the non-profit sector [register in our database](#).

Daryl Upsall International actively promotes equality, diversity and inclusion. In recruiting candidates, we seek candidates with the proven skills required; irrespective of race, gender, religion or belief, age, disability or sexual orientation.