

RECRUITMENT PACK

GRANTS & PROGRAMMES ASSOCIATE

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JOB DESCRIPTION



KEY INFORMATION



Job Title and Code

Grants & Programmes Associate
BDCH6230



Department/Team

Global Programmes



Location

Battersea, London (hybrid)



Salary & Grade

£33,050 per annum
Grade D



Hours

35 hours per week, but we're always happy to discuss flexible working, part time hours and job share arrangements



Duration

Permanent

ABOUT THE ROLE

The Grants and Programmes Associates will support the delivery of a portfolio of work within the Grants and Programmes function at Battersea. Each Associate will be assigned to a specific portfolio, either Greece, South Africa, Sri Lanka or Special Programmes. The Associate will work closely with and report to a Grants & Programmes Manager who leads the portfolio. This is an exciting time for Battersea as we expand our work to impact more dogs and cats.

Over the coming five years, it is planned that the size and complexity of grant making will grow, including the establishment of several multi-year programmes in the UK and abroad.

This is a grants management role within the Grants and Programmes team in the Global Programmes Directorate, requiring excellent experience of relationship, grant and project management. The successful postholder should be comfortable working as a team, with considerable scope, and complexity and nurturing relationships with colleagues across the organisation as an integral element of the role. The Associate would support a portfolio led by a Manager who would also be their line manager.

Find out more about our Grants work here: [Battersea Grants](#) | [Battersea Dogs & Cats Home](#)

RESPONSIBILITIES

	Estimated % time
Responsible for managing a portfolio of grants awarded, supporting partners with advice, assessing progress, communicating progress and implementing eventual exit strategies with Manager. Maintaining effective relationships with partners and other relevant stakeholders. On occasion, the Associate may support the Grants Manager in presenting to decision makers.	40%
Conducting due diligence on potential partners and ongoing due diligence of existing partners, including review of reports, activity and spend. This will include conducting site visits and facilitating progress meetings and leading the logistical and administrative elements of the portfolio.	20%
To monitor the progress and impact of individual grants and other activity and work cross-organisationally to ensure progress is shared and utilised to maximum effect to drive the future of the grant-making function, including developing appropriate case studies. This will include working cross-organisationally with key teams, including Insight & Impact, Communications, Income Generation, Brand & Marketing, Finance & Compliance.	20%
Supports the development, contracting and delivery of research and/or consultancy contracts across portfolio of work, to inform strategic direction.	5%
Works with the Academy to identify learning opportunities for existing partners.	5%
Supports partners to ensure that safeguarding policy and procedures are implemented.	5%
To develop and deliver workshops or sessions as part of wider stakeholder engagement. Contributes to advancing the wider Global Programmes strategy as required.	5%

The above job description is intended to be an outline of the duties and responsibilities for this role. This is not an exhaustive list, and it is likely to change over time. You may be expected to undertake other duties that are commensurate with this role and grade.

PERSON SPECIFICATION

ESSENTIAL

- Proven knowledge and skills to work independently on planning, organizing, prioritizing and overseeing activities to efficiently meet strategic objective.
- Proven experience of managing grants, including conducting due diligence assessments, risk management and project management. Knowledge of good grant making practice.
- Ability and willingness to travel in the UK and abroad.
- Proven experience of nurturing relationships with external parties.
- Intercultural competence and an interest to advance diversity and inclusion within grant making activity.
- Proven experience of identifying, assessing, prioritizing, and managing risks, including safeguarding.
- Experience of evaluating progress and making robust evidence-based decisions.
- Proven experience of positively embracing and adapting to change.
- Proven experience of monitoring and evaluation in a grant management context.
- Strong experience of assessing budgets/spend.
- Proven experience of managing multiple projects and workstreams and meeting deadlines while maintaining strong attention to detail.
- Excellent written English, highly numerate and advanced user of MS Office and other IT Systems.
- Significant interpersonal and consultative skills, including the ability to communicate, present, negotiate, influence and build credibility with colleagues and external parties.
- Experience of dealing with sensitive issues with empathy and resilience.
- Significant experience of managing and prioritising a high workload and multiple complex issues and tasks in a changing environment with tight deadlines.

DESIRABLE

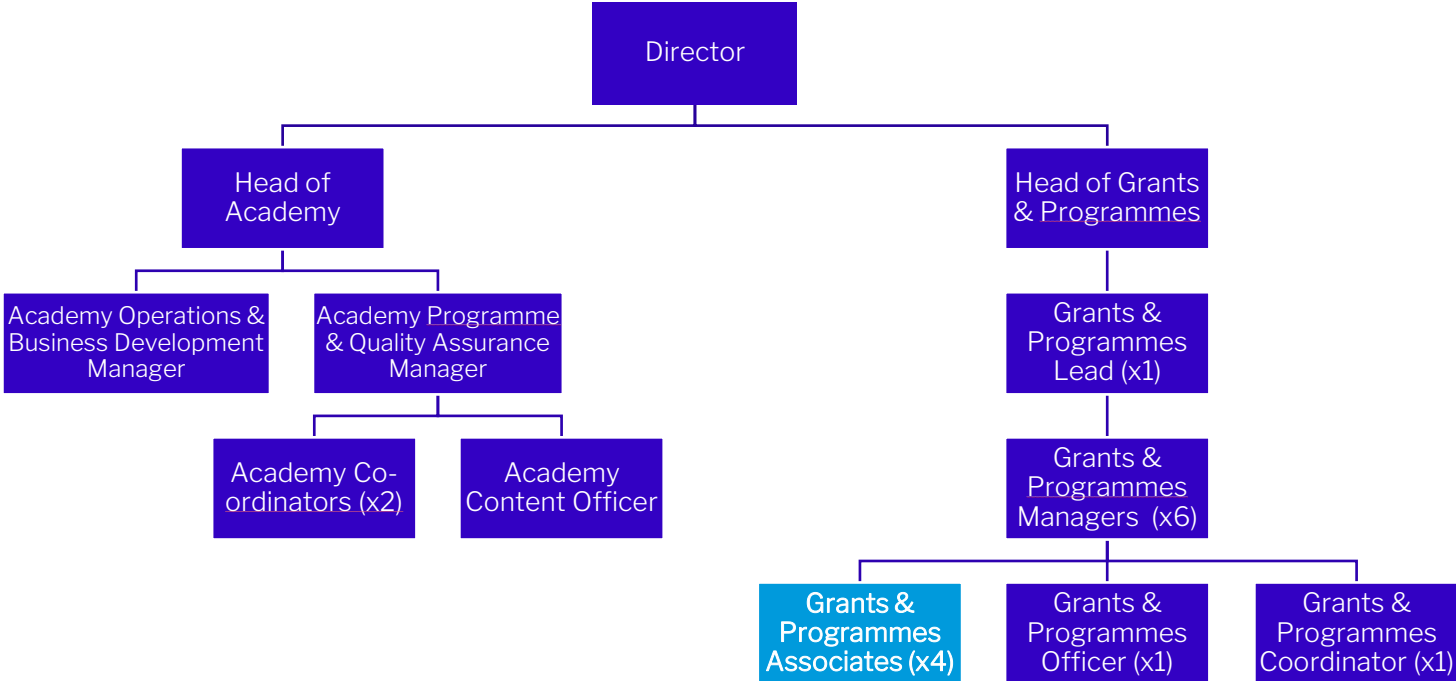
- Experience of managing projects within a small or medium-sized charity.
- Experience of working as a team at a time of growth and change.
- A passion for grant making and animal welfare.



HYBRID WORKING POLICY

We operate a hybrid working policy, with our office-based staff splitting their time between site based and home working. We believe this enables our office-based staff to maintain the benefits of home working, while allowing for collaboration and interaction with our animal-facing staff and maintaining a connection to our cause. As such, you'll be expected to work in our Battersea office for at least 50% of your working week.

POSITION IN THE TEAM



YOUR APPLICATION



KEY DATES



Closing Date

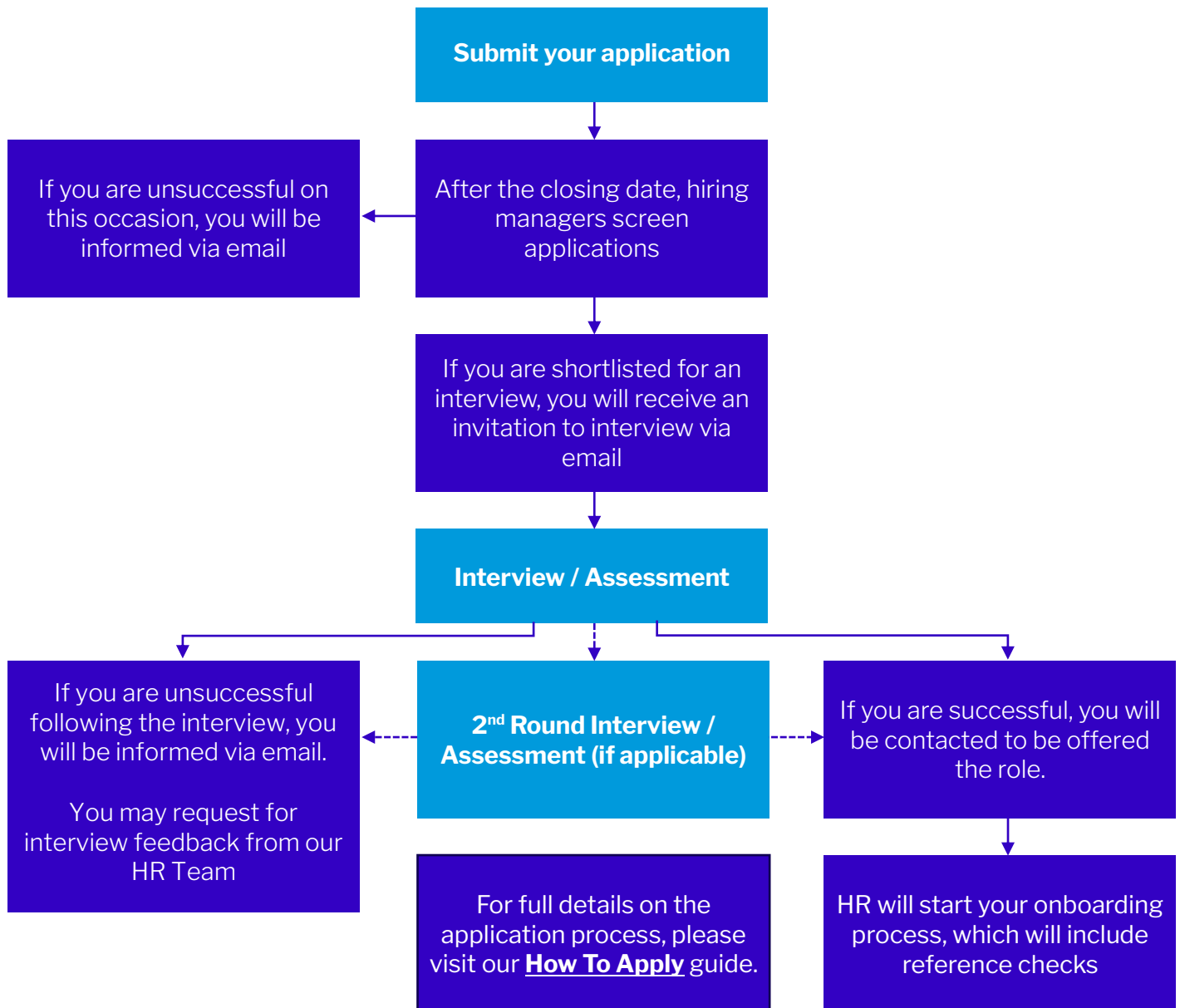
26th February 2025



Interview Date

4th – 6th March 2025

APPLICATION PROCESS





COMPLETING YOUR APPLICATION

The information below is provided to support you with completing your application.

- Our application forms will ask you for:
- Employment History
- Educational History (which is non-mandatory)
- Either a supporting statement of no more than 1000 words; or
- Responses to short-answer questions.

The statement and short-answer responses are a very important part of your application. This is your opportunity to showcase your knowledge, skills and experience, and how this relates directly to the person specification for the role.

Please provide specific examples where possible and demonstrate your key achievements. You might also consider referencing Battersea's key values in your application (for more on these values, please see the Life at Battersea document).

Once your application is complete, we encourage you to provide your diversity monitoring information. Whilst this is entirely voluntary, completing this information will form part of an anonymised data set to help us understand, measure and take action to ensure our processes are inclusive. Your information will remain confidential, be held in line with GDPR requirements and will not be used to determine whether you are shortlisted for any role (s) you apply for.



DIVERSITY AND INCLUSION

OUR COMMITMENT

We are committed to providing a welcoming and inclusive experience for all staff, volunteers and trustees and those hoping to join us. We operate an anonymised shortlisting process and actively seek to ensure our process is fair and equitable for all.

We understand the value of diverse voices, perspectives, and experiences to help us deliver even more for our dogs and cats, and we welcome applicants from all sections of the community.

WORKPLACE ADJUSTMENTS

As a Disability Confident Committed Employer, we will also ask about any adjustments you may need at the application and/or interview stage. And, if you are offered a role with us, we'll talk to you about any workplace adjustments you may need to help you perform at your best. If you would like to talk more about this, please contact 020 3887 8341 or email jobs@battersea.org.uk

REQUIREMENTS FOR WORKING AT BATTERSEA

Please note that all offers of employment require:

- References deemed satisfactory by Battersea
- Proof of eligibility to work in the UK. For details on which documents can be used to certify your right to work, please refer to [Prove Your Right to Work](#)

DATA PROTECTION

The information you provide in your application will be used by Battersea Dogs and Cats Home to assess your suitability for the role you have applied for.

Any special category information (such as information relating to ethnicity or sexual orientation) you choose to provide will only be used by Battersea to monitor and report on diversity and equality of opportunities. The provision of this information is entirely voluntary and will not be used in determining whether you are shortlisted for the role you have applied for.

Further information about how we protect and use your personal data is set out in our [Job Applicant Privacy Notice](#) or contact our Data Protection office at DataProtection@battersea.org.uk



BATTERSEA

HERE FOR EVERY DOG AND CAT

BATTERSEA DOGS & CATS HOME

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Battersea is a charity registered in England and
Wales (206394)

Patron HRH The Duchess of Cornwall GCVO
President HRH Prince Michael of Kent GCVO

