

RECRUITMENT PACK

GRANTS & PROGRAMMES MANAGER (SRI LANKA)

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JOB DESCRIPTION



KEY INFORMATION



Job Title and Code

Grants & Programmes Manager
(Sri Lanka) – BDCH6241



Department/Team

Global Programmes



Location

Battersea, London (hybrid)



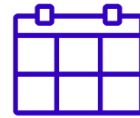
Salary & Grade

£50,110 per annum
Grade C1



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 Manager will manage the delivery of a portfolio of work within the Grants and Programmes function at Battersea. 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 senior grant making role within the Grants and Programmes team in the Global Programmes Directorate, requiring excellent experience of people management, strategic leadership and good grant making practice.

The successful postholder should be comfortable making proposals, suggesting alternative approaches and solutions, supporting the contributions of others, and advancing the collective interests of a team. They should also be comfortable working with considerable scope, and complexity and nurturing relationships with colleagues and external partners as an integral element of the role. The successful postholder should be able to develop and maintain effective relationships with stakeholders, to pose and field questions of considerable complexity and sensitivity and use discretion in carrying out a constructive and effective dialogue; they will be comfortable with proposing ideas, engaging in productive debate, supporting the contributions of others, and in other ways advancing Battersea's strategic interests.

Find out more about our grants work [here](#).

RESPONSIBILITIES

	Estimated % time
To be responsible for leading a growing portfolio of grants, involving stakeholder engagement, identifying high potential partners, proposal development, assessing organisations, making recommendations, effectively managing escalated issues, providing high-level technical and organisational development advice, and developing eventual exit strategies. Responsible for preparing and presenting recommendations to decision making bodies, such as Directors, and Committee.	30%
To coach, develop and line manage support staff (at least 1 member) to conduct effective due diligence, manage existing grants and embed good grant making practice (including adherence to policies/processes, such as safeguarding, and wider risk management). This includes coaching support staff to attain new skills and capabilities, developing, and evaluating performance and promoting behaviours in line with Battersea's values and high standards. This coaching will also involve building organisational development capacity of support staff, in areas such as strategic planning, good governance, project and risk management, impact measurement, and organisational policies/procedures. On occasion, you may lead or contribute to capacity development initiatives across the team.	20%
To be responsible for advancing the strategic objectives of the portfolio of grants and other activity and embedding this cross-organisationally. This includes adapting portfolio strategy, managing change, promoting a culture of innovation, keeping colleagues informed of sector developments and effectively utilising insights to make recommendations of a strategic nature. This also includes working with the Head and partners to design and implement advocacy strategies and/or other activities that advance the portfolio (such as events, commissioning research). Responsible for the design, launch and implementation of grants programmes that advance the country strategic objectives of the portfolio. Contributes to advancing the wider Global Programmes strategy as required.	25%
To develop and deliver workshops, trainings, conference sessions and other events as part of the Battersea Academy, or wider internal and external stakeholder engagement related to animal welfare and/or grant making. To convene stakeholders for the purposes of capacity building and stakeholder collaboration to advance our strategic objectives. To maintain thought leadership, influencing internal and external stakeholders to advance our strategic interests, such as collaborating with other funders. Representing Battersea at events and working with fundraising to support the development of suitable cases for support for Global Programmes work.	15%
To monitor the progress and impact of individual grants and country portfolio, and work with the Impact and Insights, Income Generation and Communications team to ensure progress is shared and utilised to maximum effect and to drive the future of the grant-making function. This will include supporting the development of case studies and meeting funder reporting requirements.	10%

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 of self and others to efficiently meet strategic objective. Able to prioritize multiple complex tasks in the context of high demand and growth, while maintaining strong attention to detail
- Proven experience of establishing and nurturing relationships with external parties, including in convening stakeholders as an integral element of strategic communication efforts and/or advocacy efforts to influence action. Proven experience of engaging with and contributing to sector developments and adapting to lessons learnt.
- Proven grant making experience including designing, developing, implementing and monitoring a sizeable portfolio, and maintaining good grant making practice. Experience of evaluating and adapting portfolio level strategy.
- Proven experience of coaching and providing technical and strategic advice to partners. This includes experience seeding and developing ideas and initiatives with external parties.
- Experience of managing people and supporting their wellbeing and development, particularly in relation to periods of change. Experience of positively influencing the culture of a team. Significant experience of showing empathy and demonstrating resilience under pressure and dealing with distressed people and animals
- Experience of embedding understanding of grant making and partnerships within an organisation.
- Intercultural competence and proven experience of advancing diversity and inclusion within grant making activity
- Ability and willingness to travel abroad
- Proven experience of identifying, assessing, prioritizing, and managing risks when executing strategy, including safeguarding
- Experience of evaluating proposals and making robust evidence-based decisions
- Proven experience of managing grants in accordance with strategic objectives and budgets, including conducting due diligence assessments, risk management and project management
- Strong experience of managing significant grant budgets
- Understanding of systems change, including how change happens, and how grant making can contribute to advancing change. A good understanding of policy and/or regulatory change
- 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

DESIRABLE

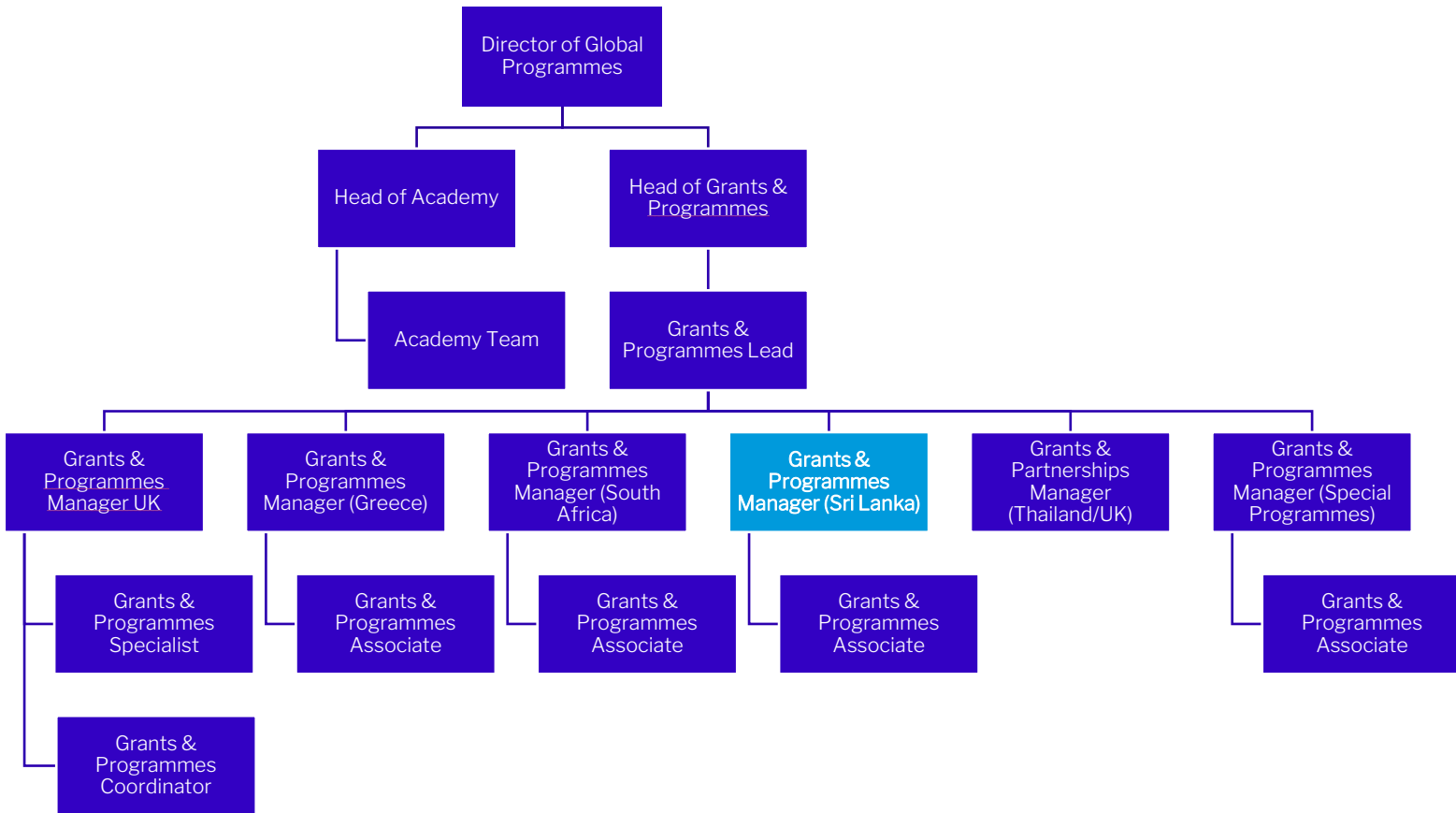
- Experience of managing projects or teams within a small or medium-sized charity experiencing growth
- Experience developing strategies to advance policy or regulation change
- Experience of engaging other funders to achieve shared goals
- Experience of driving collaborative processes



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

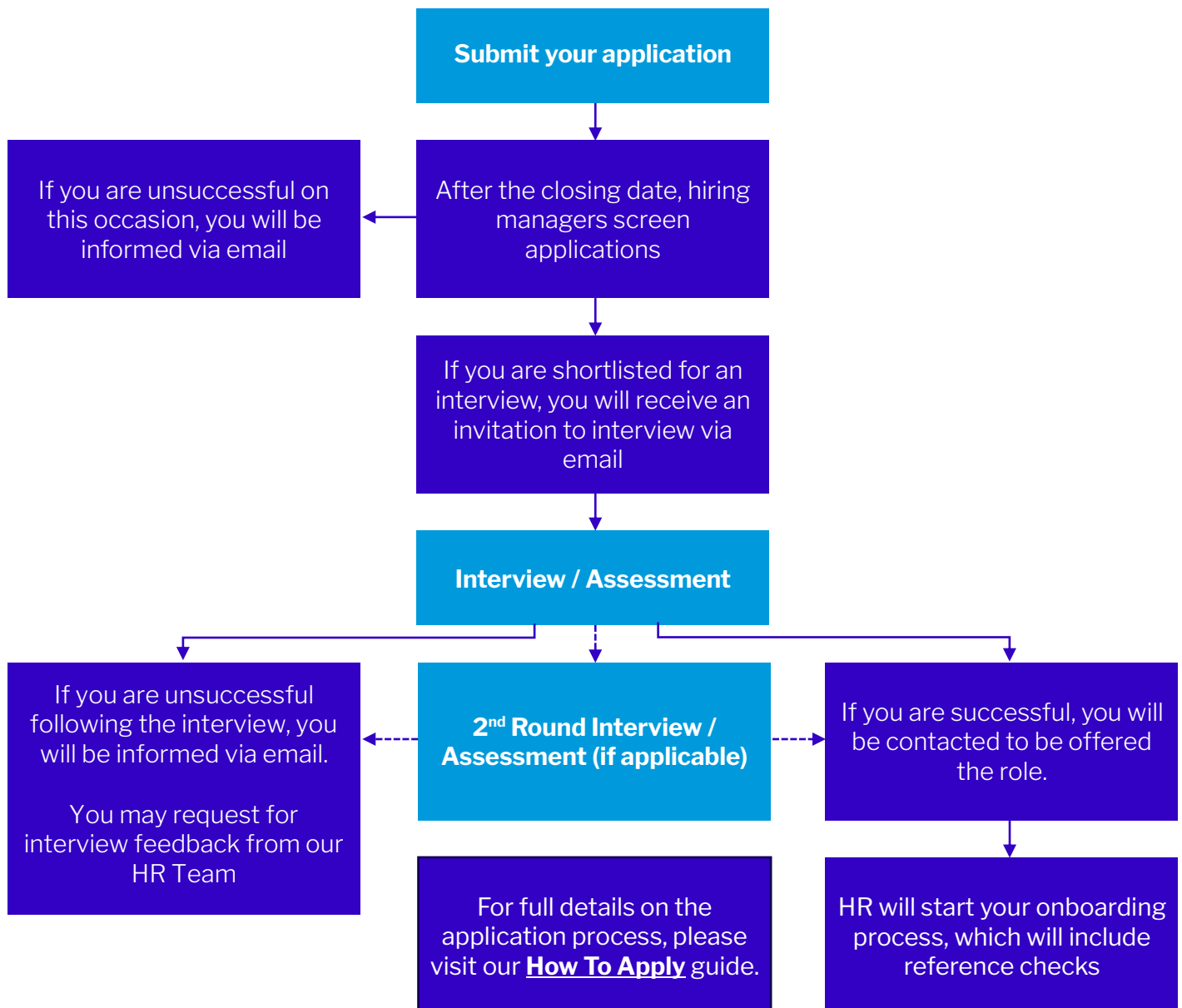
16th March 2025



Interview Date

20th March 2025 (1st round);
1st April 2025 (2nd round)

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

