

## **JOB DESCRIPTION**

### **Performance and Risk Manager – UK Aid Direct**

#### **COMPANY OVERVIEW**

The MannionDaniels Group works for a more healthy, equitable, inclusive, safe and sustainable world. With companies in the UK, Kenya and Nigeria, we provide advice and support in policy, strategic planning, governance and programme management, with a particular focus on international health and social care.

MannionDaniels has a portfolio of international development programmes as well as fund management responsibilities. We are Fund Manager for UK Aid Direct and UK Aid Match – The Department for International Development’s (DFID) central funding mechanisms for awarding grants to small and medium sized UK and international civil society organisations working to reduce poverty overseas and achieve the Global Development Goals. We also manage the AmplifyChange fund; a multi-donor fund supporting advocacy in Sexual, Reproductive Health and Rights across Africa and South Asia.

#### **JOB CONTEXT**

UK Aid Direct as DFID’s main funding mechanism for civil society is a diverse and exciting fund to be involved in. Working with organisations across different sectors, themes and sizes, the fund supports organisations to deliver meaningful change and impact to those who are most at need.

Our Performance and Risk Managers have a portfolio of different sized grants, across different types of organisations, both UK based and national level organisations, working across multiple countries in sub-Saharan Africa and Asia. Their responsibility is to support these organisations in managing the grants and helping them to deliver real impact on the ground. The position is the key focal point to coordinate the technical, financial and operational performance of each grant holder. Job holders will work closely with the team of Grant Officers to ensure grants move efficiently through the grant management cycle.

As well as being experienced in project management, job holders should have an area of specialism, preferably in gender or conflict prevention.

#### **MAIN RESPONSIBILITIES:**

1. Manage a portfolio of grants from grant set up through to grant closure using best practice performance and technical management methodologies to achieve positive results.
2. Develop a strong understanding of the individual project aims and be able to offer advice and support to improve project performance as well as identify key risks to delivery.
3. Maintain oversight of financial and contractual compliance of a portfolio of grants, working closely with other internal compliance teams.

4. Liaise with the grant holders to analyse quarterly, six monthly and annual performance, identifying technical issues that prevent delivery and collaborate with internal teams to resolve issues.
5. Work closely with the Technical Specialist on identifying lessons learned and examples of best practice within the grants to share across the portfolio, providing regular updates to the communications team to provide news stories for the website and social media channels and participating in the learning working group.
6. Work alongside the technical specialists and consortium partners to identify and coordinate capacity building activities from grant holders as required.
7. Work closely with grant holders and the operations team to monitor and ensure value for money throughout the grant cycle.
8. Provide information, feedback and guidance to the relevant teams in support of new grant calls.
9. Maintain and regularly monitor project management tools and online systems, and provide feedback to relevant teams to enhance effectiveness.
10. Work with the Operations Manager to provide analysis for DFID reporting.
11. Oversee the scoring and payment process for grant holder reports, ensuring internal timelines are met
12. Contribute to the development and review of fund management tools and information including the Standard Operating Procedures and Procurement Policy in consultation with other relevant programme staff that will draw from existing best practice in grant management

## **PERSON SPECIFICATION:**

### **Essential:**

- Educated to degree level or equivalent in International Development, International Relations with either a gender or conflict prevention focus.
- Minimum 5 years' experience working within an international development, international aid, public health, human rights or social policy setting with responsibility for managing projects, contracts or grants, including performance management, KPIs, resource allocation, evaluation and learning
- Experience of working in an international setting
- Excellent client and relationship management experience with the ability to interact with clients constructively and effectively
- Good familiarity with Microsoft Office and online management systems
- Good commercial acumen and attention to detail
- Proven ability to operate in a team environment liaising with diverse teams in an international setting
- Ability to manage a varied workload and prioritise tasks, work under pressure and meet deadlines.
- Ability to use own initiative, with a proactive and problem-solving attitude

### **Desirable**

- Master's degree in relevant subject such as international relations, administration or organizational management

- Demonstrable interest in working with civil society or in international development
- Credible field experience of working with grantees
- Experience of managing and developing a portfolio of grants
- Knowledge of DFID processes and procedures

## **REPORTING AND ORGANISATION**

This is a UK based position reporting to the Deputy Fund Director UK Aid Direct and is based in London or the Bristol area. Occasional international and national travel may be required. This is a full time position and requests for flexible working arrangements will be considered.

### **Salary and package**

Starting salary range:	£XXX (within band X)
Holiday:	25 days per annum + public holidays (pro rated for part time employees)
Pension:	6% employer contribution
Life insurance:	Company life insurance scheme
Benefits:	Access to a flexible benefits and discounts scheme, including childcare vouchers, cycle to work and gym membership

### **To apply**

Please send CV and covering letter to [careers@mansiondaniels.com](mailto:careers@mansiondaniels.com), using the job title in the subject line and including details of your current notice period and salary expectations.

***Early applications are strongly encouraged.***

***All applicants will be asked to provide proof of identity and right to work documentation as part of the recruitment process.***

***MansionDaniels is an equal opportunities employer.***



