

Job description

Grants Officer – UK Aid Direct

Company overview

Our mission is to work for a healthy, equitable, inclusive, safe and sustainable world. We serve this mission through the provision of international consultancy in health, social justice and social development, focusing on fragile and conflict-affected states, to ensure that our work reaches the world's poorest and most vulnerable people. We aim to practice business as a force for social and environmental good and expect all our employees, partners and suppliers to abide by our Code of Business Ethics.

With companies in the UK, Kenya and Nigeria, we have 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 and Reproductive Health and Rights (SRHR) across Africa and South Asia.

Job context

This role offers a unique entry point into the international development sector through exposure to one of DFID's flagship funding mechanisms for NGOs working to achieve the Sustainable Development Goals in developing countries. A Grants Officer on UK Aid Direct develops insights into the wide range of organisations, sectors, approaches, and countries that DFID are working in, gains understanding of how large donor funding mechanisms operate, and learns a range of relevant skills for working in the development sector. Proactive and driven candidates will have the opportunity for professional development within a dynamic international development consultancy firm.

More specifically, a Grants Officer holds responsibility for all operational and administrative support to the fund management and grant performance teams, ensuring grants move efficiently and timely through the grant management cycle.

The role supports operational management of the fund with the development and maintenance of efficient operating and reporting procedures, as well as contract administration, budget support and logistics. Role holders also support the technical team on aspects of managing project documentation and duty of care.

Main responsibilities

1. Supporting the Performance and Risk Managers (PRMs) in overseeing, monitoring, and administering their portfolio of grant holders. This includes ensuring claims to grant holders are paid on time; ensuring monitoring and evaluation reports are submitted by grant holders, and reviewed by the technical team; supporting with the closure of projects and organising quarterly grant holder meetings.
2. Assisting the Grants Manager and PRMs to maintain, update and monitor project tracking tools to ensure grant holder compliance (including master grants tracker, asset register, grant issues tracker, annual review tracker, etc.).
3. Supporting the operations team in the preparation and management of new grant calls; in particular by managing and responding to queries and questions from potential applicants, providing updated statistics and analysis of submitted applications to the wider team, analysing the eligibility of applications, processing applications for review, supporting teams with organising due diligence of grant holders, and supporting the induction process for new grant holders.
4. Ensure all documentation relating to grant holder contracting and management is up to date, complete and accurate, and contractual requirements are being met by grant holders within the agreed timeframe.
5. Support the Grants Manager in the procurement process of external consultants and maintain and manage contract files.
6. Maintain information within SMILE (System for Management, Information, Learning and Evaluation) - an online database of grant applications and grants.
7. In consultation with the management team, review, revise and improve processes,

- project templates, procurement systems, asset monitoring, performance management and quality assurance mechanisms
8. Ensure appropriate logistical arrangements are in place for UK Aid Direct meetings and personnel, and provide clear information relating to logistical arrangements to those concerned. This includes arranging meeting room hire, hotel bookings, visas and transport arrangements.
 9. Lead on any overseas trip requirements from the UK Aid Direct team, coordinating itinerary, duty of care, logistics and visas.
 10. Ensure FAQs, mailing lists and other core reference materials are kept up to date. Lead on responding to queries received through the UK Aid Direct and Grant Holder mailboxes.

Person specification

Essential:

- Educated to degree level or equivalent in International Development, International Relations or related field
- Minimum of 2 years' experience of setting up, administering and coordinating projects or logistical mechanisms and processes
- Experience of creating, implementing and analysing standard operating procedures.
- Excellent client management and communication skills
- Excellent attention to detail with quantitative and qualitative data analysis skills
- Excellent skills in Microsoft Office and online management or database systems
- Proven ability to operate in a team environment liaising with diverse teams
- Ability to manage a varied workload and prioritise tasks, work under pressure and meet deadlines, whilst maintaining excellent attention to detail
- Experience of using own initiative, with a proactive and problem-solving attitude

Desirable:

- Experience of working with DFID and other donors
- Experience in monitoring and evaluation, working with logframes in international development
- Experience of working on grant making funds and good understanding of the project/grant management cycle including set up, contracting, implementation, monitoring and evaluation
- Experience of working in an international development setting or on projects in developing countries.
- Experience with financial and project management tools, formulating risk registers and implementing logistical and duty of care procedures.

REPORTING AND ORGANISATION

This is a UK based position reporting to the Grants Manager and is based in London. Occasional national and international travel may be required.

This is a full-time permanent contract, and requests for flexible working arrangements will be considered.

Salary and package

Starting salary range:	£23,000 - £26,500 (within band 6)
Holiday:	25 days per annum
Pension:	8% 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

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

MannionDaniels is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of vulnerable children and adults. All our employees are expected to share this commitment and abide by our Business Code of Ethics at all times