



Job description

Grants Operations Manager – Bath, UK

AmplifyChange makes grants of various sizes and duration to support the work of civil society organisations (CSOs) located in the Global South, advocating for improved sexual and reproductive health and rights (SRHR). More information can be found on our website: www.amplifychange.org Since its inception in 2014, AmplifyChange has awarded over 1,000 grants to CSOs working in SRHR and run almost 50 funding rounds processing approximately 6,500 eligible applications.

AmplifyChange registered as its own not-for-profit company in early 2020, with a well-developed five-year Strategy outlining its approach for the future. Prior to the Fund becoming its own entity, it was managed as a contract by a consortium led by MannionDaniels based in Bath. To enable AmplifyChange to continue supporting CSOs through grant making, with limited impact on our efficiency, there will be a transitional period working with MannionDaniels over the next year.

Job context

AmplifyChange has an exciting new job opportunity for a Grants Operations Manager. We are looking to recruit an experienced manager to oversee multiple funding rounds and the management of our diverse grant portfolio. The Grants Operations Manager will have responsibility for the smooth running of the application process, from funding call preparation, oversight of live funding windows, and processing of applications through to Board approval. They will support the day-to-day management of the grant cycle, ensuring grants are managed effectively once approved by the Board by working closely with multiple team members in the UK and overseas. The role is a Bath-based position and will have day to day oversight of a team of Grants Officers who provide operational support across a portfolio of grants. In addition, the position will work closely with MannionDaniels staff during the transitional period.

Successful applicants will show a strong interest in the field of SRHR and sensitivities to the work of our grant holders. Fluent French is desirable for this role due to the number of grant holders based in francophone Africa.

Principal accountabilities

1. Work closely with the CEO, Head of Operations and the Technical Team, to oversee the planning and management of the grant application process including developing application timelines, quality assuring application forms, managing applicant webinars and application reviews
2. Provide oversight of a portfolio of grants through a grant implementation process from grant set up through to grant closure, ensuring compliance with internal procedures. Regularly reviewing the status of all grants against the agreed workplan in collaboration with the Head of Operations
3. Coordinate the day-to-day inputs of the Grants Officers to ensure the smooth implementation of grants
4. Resolve complex issues when escalated by Grants Officers throughout the grant cycle on contractual, operational and reporting matters, drawing on and coordinating expertise from the Technical Team and Fiduciary Risk Team
5. Work with the CEO and Head of Operations to develop and implement AmplifyChange's Standard Operating Procedures and Policies



6. Support the Head of Operations to chair regular team meetings
7. Manage translation of documents and systems into French with the translator
8. Track and follow up on grant payments, liaising with the Finance team, grantees, Technical and Fiduciary Risk Teams, and international banks, where needed
9. Assist with the coordination and logistics of events both in the UK and overseas, as well as international grant monitoring travel
10. Support the implementation of the Safeguarding Policy, under the guidance of the Head of Operations

Person specification

Essential

- Educated to degree level or equivalent
- Minimum of 3 years' experience of project, operational or logistics management e.g. claims processing, contract management, procurement management, with solid experience of process management and making efficiency changes when required
- Ability to lead teams and set priorities and workplans
- Ability to manage a varied workload and prioritise tasks, work under pressure and meet deadlines
- Excellent communication skills
- Ability to respond to emerging challenges and opportunities in a growing organisation
- Good working knowledge of risk and performance management
- Good attention to detail
- Ability to use own initiative, with a proactive and problem-solving attitude
- Sensitivity to, and support of, the values and general aims of AmplifyChange
- Good familiarity with Microsoft Office and online management systems

Desirable

- Experience of working in grant making
- Experience of working internationally
- Experience with financial and project management tools, formulating risk registers and implementing logistical and duty of care procedures
- Knowledge of donor agency procedures
- Experience in organising travel logistics and events management
- Fluency in written and spoken French
- Other appropriate language skills, including Portuguese, Spanish and/or Arabic

Reporting and organisation

This is a UK based position initially reporting to the Interim Operations Manager, until a new Head of Operations is recruited. Some limited international and national travel will be required, agreed in advance. This is a full-time position but requests for flexible/part-time working arrangements will be considered.

Salary and package

Starting salary range: £27,000 - £37,000

Holiday: 25 days per annum + public holidays

Pension: 8% employer contribution



AMPLIFYCHANGE

Life insurance: Company life insurance scheme
Benefits: Access to flexible benefits such as discounts and free perks through Perkbox membership, salary sacrifice schemes including workplace nursery, 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.

AmplifyChange is an equal opportunities employer. We are committed to inclusion and encourage diversity in our staff. AmplifyChange is also committed to safeguarding and promoting the welfare of all children and adults. All our employees are expected to share these commitments and abide by our policies at all times.