

## Job description

### Grants Officer – UK Aid Match (1 Year FTC)

Bath or London, one year contract with view to extend.

## Company overview

Our mission is to work for an equitable, inclusive 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. In 2025, we became an [Employee-Owned Trust](#) - an exciting new development for staff.

With companies in the UK, Kenya, and Bangladesh, we have a portfolio of international development programmes and fund management responsibilities.

Our Fund Management practice area is varied and includes UK Aid Match (funded by FCDO), the GSMA Innovation Fund, the Gavi Civil Society Organisation (CSO) funding mechanism and Agence Francaise Development. Our services cover the full funding round cycle from fund design and strategy to project closure. We invite proposals for critical development initiatives and, following a rigorous and transparent selection process, we award grants for the strongest projects. We provide personal, tailored capacity strengthening support for grantees along the way and are well known for our collaborative and supportive approach to fund management.

## Job context

Our Grants Officers (GOs) hold responsibility for operational and administrative support to the fund management of a portfolio of grants on UK Aid Match and other funds. The role supports operational management of the funds through the development and maintenance of efficient operating and reporting procedures, contract administration and logistics, ensuring grants move efficiently and in a timely manner through the grant management cycle. The GO provides operational and administrative support to all functions within the team (programmes, communications, learning, fiduciary, etc) by ensuring key processes run smoothly, document management is effective, and grant holders have the resources and guidance they need to meet compliance requirements.

GOs develop insights into the wide range of organisations, sectors, technical approaches, and countries that FCDO and other clients are working in – gaining understanding of how donor funding mechanisms operate and developing a range of relevant skills for working in grant management within the development sector. Proactive and driven candidates will have the opportunity for professional development within a dynamic international development consultancy firm.

## Main responsibilities

### 1. Grant Management Support

- Provide administrative and operational support to Grant Managers, to enable effective grant management (for example, timely submission and review of high-quality reports).
- Support grant setup, implementation, and closure processes, including asset management end to end; organise meetings, take minutes, and support with actions.

### 2. Data and Compliance Monitoring

- Maintain and update tracking tools (e.g. master grants tracker, asset registers) to ensure grant holder compliance and enable portfolio-level performance analysis.
- Ensure all documentation relating to grant holder contracting is up to date, complete and accurate.
- Support teams to create high quality communications and learning materials (such as infographics, podcasts, blogs and learning events), providing accurate data for a range of audiences.
- Contribute to fund-level data analysis and client reporting.

### 3. Operational and Logistical Coordination

- Coordinate logistics for meetings, events, and overseas travel (e.g. booking venues, hotels, transport, and visas).
- Support procurement processes, including consultant recruitment, contract management, and invoice processing.

### 4. Systems and Communications

- Support data management and communications within Grantelope (MD's online grant management system), including maintaining mailing lists and keeping grant holder contact details up to date.
- Ensure FAQs and core grant holder reference and guidance materials are up to date.
- Respond to external queries via fund management mailboxes.

### 5. Process Improvement and Team Support

- Contribute to the review and improvement of fund management systems, templates, and quality assurance mechanisms.
- Support effective file management, including version control and document organisation during contract transitions.

## Person specification

Essential	
<b>Education &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Degree or equivalent qualification in International Development, International Relations, or a related field.</li> </ul>
<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>• Proficiency in Microsoft Office, especially Excel.</li> <li>• Experience using online systems and databases for project or grant management</li> </ul>
<b>Communication &amp; Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Strong verbal and written communication skills.</li> <li>• Ability to work effectively in a team environment with colleagues from diverse cultural and professional backgrounds</li> </ul>
<b>Organisation &amp; Initiative</b>	<ul style="list-style-type: none"> <li>• Proven ability to manage a varied workload, prioritise tasks, and meet deadlines under pressure.</li> <li>• Proactive, solutions-oriented mindset with strong attention to detail</li> </ul>
Desirable	
<b>Sector Knowledge &amp; experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 2 years' experience providing administrative and operational support on projects or grants</li> <li>• Experience working with FCDO, other donors, or within a civil society organisation.</li> <li>• Understanding of the project/grant management cycle, including contracting, implementation, monitoring, and evaluation</li> <li>• Experience working on international development projects or in developing country contexts</li> </ul>
<b>Additional Skills</b>	<ul style="list-style-type: none"> <li>• Experience with risk management, procurement, and duty of care processes</li> <li>• Interest in monitoring, evaluation, learning (MEL), and data analysis</li> <li>• French as a second language</li> </ul>

## Reporting and organisation

This is a UK based position reporting to the Senior Performance and Risk Manager and is based in either Bath or London. A minimum of one day per week at either office location is expected, and occasional national travel may be required. This position is full-time, working 37.5 hours a week and is a fixed-term contract until September 2026 - with a possibility for extension. Requests for flexible working arrangements will be considered.

## Salary and package

Starting salary range:	£25,000 - £32,000 (based on experience)
Holiday:	25 days per annum + public holidays
Pension:	8% employer contribution
Life insurance:	Company life insurance scheme
Benefits:	Access to a flexible benefits and discounts scheme and Employee Assistance Programme
Salary sacrifice:	Cycle to work scheme and/or annual gym membership

All applicants are required 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 always abide by our Business Code of Ethics.

## To apply

Please send your CV and a covering letter to [careers@manniondaniels.com](mailto:careers@manniondaniels.com) no later than the **Noon** on **Monday, 28 July 2025**. Please use the job title in the subject line. MannionDaniels reserves the right to conduct early interviews for the right candidates.