

GRANTS MANAGEMENT TEAM LEAD

Duration:	Fixed Term – up to 12 months
Salary:	£55,000 per annum
Job Level:	level 3
Hours:	35 hours per week. Other flexible arrangements will be considered
Disclosure Level:	Basic. This role involves no direct or indirect work with children
Team:	Programme Impact & Partnership Assurance
Reports to:	Director of Programme Impact & Partnership Assurance
Location:	Working from home and at 1 Westfield Avenue, London E20 1HZ

At the UK Committee for UNICEF (UNICEF UK), we pull together to achieve the best possible results for children in danger around the world. We believe in an inclusive workplace and in the power of fulfilled colleagues who share the same values and goals, enjoy their work and are motivated to do their utmost for children.

Our work is guided by the UN Convention of the Rights of the Child (UNCRC) and the Sustainable Development Goals (SDGs), which recognise the universality of children's rights.

ABOUT THE TEAM

The Grants Management team sits within Program Impact & Partnership Assurance, part of the Partnerships and Philanthropy Directorate. Grants Management is responsible for ensuring efficient and effective management of UNICEF UK's international programme grants from funding initiation to grant closure.

ABOUT THE ROLE

The Grants Management Team Lead oversees a small central grants management team, responsible for ensuring that funds raised by UNICEF UK are accurately and efficiently transferred to the appropriate UNICEF global programmes, and that partnership fundraising teams are supported with effective grant management systems and processes.

What we will expect you to achieve

- Lead and set strategic direction, plan and priorities for the central grant management function
- Build collaborative and strong relationships with high value fundraising teams across UNICEF UK, ensuring that the needs of these teams for grants management are understood and met by the central grants management function.

- Provide empowering and enabling line management to the Grants Manager and Grants Coordinator
- Work with information management and finance colleagues to further strengthen and roll out UNICEF UK's grants management database to track, monitor, and manage UNICEF UK grants.
- Advise fundraising teams on appropriate grants management, budget and reporting considerations at both at proposal development and grant contracting stages.
- Work to develop processes and systems to track programme funding opportunities across a large and diverse portfolio of grants
- Demonstrate and model a commitment to our shared values, behaviours and inclusive practices (known as [Our Shared Commitment](#)) in all aspects of your work.

BEHAVIOURS, EXPERIENCE AND SKILLS

This section contains the essential behaviours, experience, knowledge and skills needed in order to be effective and successful in this role. All criteria in this section are essential.

Effective Behaviours

Supporter driven and mission aligned

- Is committed to children and their rights and motivated to work towards achieving a world that is fit for every child.

Analytical

- Uses information and data to guide decision making, analysing and assessing needs of individual cases.

Collaboration

- Creates and encourages cross-organisational team work and collaboration, acting as a visible role model

Communication

- Clearly and concisely communicates and negotiates on technical issues

Good management

- Provides strategic direction, sets clear objectives, clarifies expectations and agrees the parameters for each person's authority and accountability.

Relevant experience

- Fundraising and/or grant delivery experience in international development organisations
- Financial and grant management systems, including the creation of new systems and processes and associated change management.
- Contract negotiation with high value funders
- Successful management and/or direction of a small function.
- Working with complex systems and stakeholder relationships in a global context

Specific knowledge and skills

- Knowledge of international development sector.
- Knowledge of trends and practices in corporate, philanthropic and foundation funding