

GRANTS MANAGER

Duration:	Permanent
Salary:	£38,000 per annum
Job Level:	4
Hours:	35 hours per week. Other flexible arrangements will be considered.
Disclosure Level:	Basic. This role involves no direct or indirect work with children
Reports to:	Grants Management Team Lead
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

This post sits in the Grants Management team within the Programme Funding Operations Team, responsible for grant management and funding transfers, proposal development and programme information management. This team sits within the Programme Impact & Partnership Assurance Department (PIPA) which is part of the Influence and Impact Directorate. PIPA supports UNICEF UK's work around funding and external positioning, be these resource mobilisation, advocacy or communications based, with individuals, institutions, or organisations.

The purpose of the Grants Management Team is to ensure the efficient and effective management of UNICEF UK's international programme grants from funding and reporting design through grant closure, to achieve the grant's intended outcomes, align with UNICEF's programme priorities, and enable excellent donor stewardship.

ABOUT THE ROLE

The Grants Manager is one of the three members of the Grants Management Team. The role is responsible for managing the accurate and efficient transfer of funds raised by UNICEF UK to the appropriate UNICEF international programmes. The role is also responsible for developing, introducing and maintaining best practice systems and processes to enable efficient and effective grants management across UNICEF UK. This involves managing large and complex datasets and operating within UNICEF UK's CRM system.

What we will expect you to achieve

- Manage UNICEF UK's process for transferring international programme funds.
 - Manage fortnightly transfers of funds raised by UNICEF UK to UNICEF's international programmes, in consultation with the Grants Management Team Lead, Grants Manager, fundraising teams, programme specialists and UNICEF's Grants team, based in Geneva.
 - Ensure that all requirements for funds transfers and new programme set-up are completed prior to transfer and coordinate the management of any challenges and troubleshooting within the process.
 - In the case of a sudden onset emergency, work with Grants Management, Emergency Specialists, and Finance colleagues to ensure funds are transferred efficiently and effectively in line with UNICEF UK's Emergency Response Plan.

- Monitor transfers to 'at risk' countries and support the Grants Management Team Lead to prepare quarterly internal risk reports.
- Manage the distribution of reports on UNICEF's international programmes to relationship managers within UNICEF UK;
- Update internal training materials and resources on UNICEF's international funding mechanisms and grants management processes and collaborate with the Grants Management Team Lead, and the other Grants Manager, in the development and delivery of internal trainings and guidance for partner teams.
- Develop, introduce and maintain grants management systems and processes.
 - Lead on systems development for Grants Management team to move away from manual procedures to be more efficient and effective across the department.
 - Collaborate with the Information Function on the management and maintenance of UNICEF UK's Programme Contribution Management (PCM) system and relevant sections of the Supporter Relationship Management System (SRM), ensuring the accuracy and efficiency of contribution records.
 - Support colleagues across Partnerships and Philanthropy to engage with the PCM's functionality and utilise best practice grants management tools and processes to enable effective partnership management.
 - Collaborate with the Grants Management Team Lead, and the other Grants Manager, in the development and implementation of strengthened grants management tools and processes across the organisation.
- Contribute to the delivery of the Grants Management strategy and team priorities.
 - Lead on specific projects/defined pieces of work for the Grants Management team as required and agreed with the Grants Management Team Lead.
 - Support the Grants Management Team's engagement in the planning and delivery of cross-PIPA, cross-Partnerships & Philanthropy, and cross-organisational, strategic initiatives.
- 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.

Communication

- Demonstrates excellent interpersonal skills with the ability to listen. Communicates effectively with colleagues, including senior individuals, to manage expectations and push back where appropriate. Ability to analysis and synthesise complex information succinctly, quickly, accurately and in an appropriate format, adapting content, style, language and use of channel to deliver maximum clarity. Excellent writing skills.

Positive relationships

- Nurtures effective relationships at all levels, both within own team and across the wider organisation. Works collaboratively, drawing connections and encouraging cross-organisational working.

Resilience

- Demonstrates patience and perseverance during setbacks and challenges. Takes a solution focused approach to problem solving.

Efficiency and effectiveness

- Manages conflicting priorities effectively and accurately, planning to maximise performance and cost-effectiveness. Grasps detail and complexity, anticipating problems, responding flexibly to unforeseen events, resolving issues and building solutions.

Relevant experience

- Successful management of budgets and finances, ideally including transferring of funds and financial reporting.
- Management of grant management systems, including analysing, monitoring, and updating, systems and complex data sets.
- Managing competing priorities in a busy environment.
- Working with multiple stakeholders in a large complex organisation, ideally in a global context.
- Using own initiative to solve problems and escalate issues to manager when required.

Specific knowledge and skills

- Knowledge of Microsoft office (Outlook, Word, PowerPoint etc) and ideally a CRM database (for example Salesforce).
- Knowledge of (high value) donor reporting and basic compliance requirements.
- Knowledge of the international development sector.