Job description: Grants Administration Officer

General

Job Title: Grants Administration Officer
Location: London
Reporting to: Senior Development Manager

Organisation information

Conciliation Resources

Conflict is difficult, complex and political. The world urgently needs to find different ways to respond. Conciliation Resources is an international organisation committed to stopping violent conflict and creating more peaceful societies. We work with people impacted by war and violence, bringing diverse voices together to make change that lasts.

For over 25 years, we have been making peace possible. We currently have over 60 full and part-time staff members, working mainly out of the London and Australian offices. We work with over 70 locally-based and international partners worldwide.

Fundraising and Communications team

The Fundraising and Communications team currently consists of six members of staff at different levels, who work across a broad range of activities. In addition to the Director of Fundraising and Communications, the team has three dedicated staff members currently focused on donor relationship management and fundraising, and two on communications.

The Fundraising function is responsible for the generation of unrestricted income through the strengthening of existing institutional funding relationships, as well as the development of new funding relationships. The majority of funding currently comes from government grants and this will remain a focus, however the team is currently diversifying the organisation’s funding, and developing new funding streams – increasing attention on trusts and foundations, high-value individual donors and corporations.
The Communications function has oversight over all areas of organisational communications including the website and digital communications, branding, media relations and production of content.

The Fundraising and Communications team work closely with other staff members across Conciliation Resources to provide specialist support and advice to colleagues and to develop and implement strategies.

**Job overview**

**Job Purpose**

The Grants Administration Officer is a new role which sits within the Fundraising and Communications team and provides essential support to help the effective administration and management of grants across Conciliation Resources. The post holder will work with programme and other teams to collate, coordinate and make available, information about donors and restricted and unrestricted grants. This includes supporting donor reporting, helping make grant processes smoother, and ensuring that we are meeting donor requirements more effectively.

As well as creating this role, we will introduce a new grants management IT system to enable us to better coordinate information about donors and grants. The post holder will work with the Senior Development Manager, Director of Programmes, programme and other teams to embed this new system and related processes. As a member of the Fundraising team, they will also work alongside the Fundraising Officers to provide general advice, guidance and support on fundraising activities.

**Specific responsibilities and tasks**

**A. Grant and donor administration**

- Work with teams across Conciliation Resources to ensure that all information from new submissions and successful proposals is captured.
- Maintain oversight of the details of funding agreements and ensure that finance, communications and other teams are aware of relevant clauses.
- Keep on top of deadlines and help coordinate the submission of reports, disbursement requests and similar for core funders, working closely with finance and other teams.
- Coordinate information about institutional and other donors, ensuring this is kept up-to-date, and teams are inputting notes on donor contacts.
- Provide technical support to teams within Conciliation Resources to apply for grants, including help with registration processes, submission of proposals and completion of relevant paperwork/online forms.

**B. Systems and processes**

- Support the Senior Development Manager, Director of Programmes and others, to introduce and embed new systems and processes relating to grants administration and management into the organisation.
• Act as a central point of contact for the grants management IT system – both externally with consultants and internally with staff – ensuring this system is maintained and developed.
• Provide guidance and training to staff on the use of grant management systems, processes and platforms as required.

C. Internal communication and administration support
• Provide general guidance and advice on Fundraising practices to programme, Accord, Policy and Learning teams and others.
• Assist in the production of Fundraising and Communications team reports for the Executive Management Team and the Board, as required.
• Provide general administrative support to the Fundraising and Communications team, including filing, taking meeting notes and keeping all relevant databases and filing systems up-to-date.
• Perform other duties and tasks, consistent with the skills and expertise, as required in non-routine circumstances.
• Comply with Conciliation Resources safeguarding policy and help us keep people safe.

Person specification

Knowledge and experience

Essential
• Administration experience, including a proven track record of successfully maintaining databases and office records.
• Knowledge of the administrative elements of grant management processes including proposal submissions and donor reporting.
• Experience of working with institutional donors (ideally those that support international development, aid or peacebuilding work).
• Experience of working in an office taking the initiative and multitasking as part of a complex, varied and, at times, heavy workload.
• Understanding of basic fundraising practices, approaches and environment.
• Experience of writing for different purposes and presenting information clearly.
• Cross-cultural sensitivity and appreciation.

Desirable
• Experience of working with grant management or CRM IT systems.
• Knowledge of international contexts and/or peacebuilding/conflict resolution.
• Relevant university degree, or local equivalent, or qualification by experience in a relevant subject area.
• Experience of working in an international NGO.

Skills/attributes

• Excellent English verbal and writing skills (essential), with the ability to communicate and summarise complex information clearly and persuasively.
• Strong interpersonal and relationship-building skills, with the ability to work collaboratively, listen to and influence others.
• Common sense approach, with a positive attitude and the ability to adapt to an evolving business and working environment.
• Exceptional organisational and planning skills with the ability to coordinate information and processes involving multiple people/teams.
• Numerical literacy with good understanding of how to interpret/present budgets.
• Research and analytical skills, with the ability to present information in an accessible way.
• Strong computer and IT skills, with good command of Excel.
• Commitment to Conciliation Resources’ goals, values, work and approach.

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