



AMPLIFYCHANGE



JOB DESCRIPTION
GRANTS OFFICER

Fixed-term contract July 2025



AmplifyChange is an independent, not-for-profit organisation that supports local civil society organisations to advocate for sexual and reproductive health and rights (SRHR).

Vision Full attainment of SRHR for all.

Mission To be a global leader in supporting grassroots organisations and building stronger, more inclusive movements for SRHR for all, especially in challenging contexts.

We are

- Accessible and responsive to applicants and grantees.
- Supportive and flexible in engaging with applicants and grantees.
- Open & transparent, committed to making information widely available.
- Demand-led, using grantee feedback & lessons to adapt ways of working.
- Results focused, with performance metrics jointly developed with grantees.
- Sound management and stewardship of financial resources.
- Independent from external policy pressures and guided by our Members.

Origin

We started as a project in 2014, managed by a consortium led by MannionDaniels, working with African Women's Development Fund and the Global Fund for Women. Originally funded by nine donors, in our first eight years we disbursed €102 million across 1000+ grants to grassroots civil society groups in 64 countries, mainly in Sub-Saharan Africa and South Asia.

Our values

While AmplifyChange accepts applications on a competitive basis to make grants accessible to all, our ethos is to support applicants and grantees to succeed, and to facilitate access to longer-term and more predictable funding to well performing groups. AmplifyChange is agile, lean and light touch, without compromising quality and the ability to provide personalised support to its grantees. The increasing role of digital technology means that the geographic location of AmplifyChange is not an issue.



The role

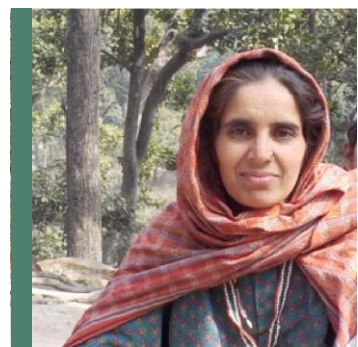
JOB CONTEXT

Fixed-term contract to July 2025

A fantastic opportunity has arisen in AmplifyChange and we are looking to recruit a Grants Officer to join our dynamic team of dedicated sexual and reproductive health rights and specialists. The Grants Officers provide support to the Grants Operations Manager across a portfolio of grants, ensuring grants move efficiently and in a timely manner through the grant management cycle. The Grants Officers also support operational management of the fund with the development and maintenance of efficient operating and reporting procedures.

MAIN RESPONSIBILITIES:

1. Oversee a portfolio of grants through a grant implementation process from grant set up through to grant closure, ensuring compliance with internal procedures
2. Provide support in the preparation and management of new grant calls, and support the selection and due diligence process when necessary, responding to all applicants whether successful or unsuccessful
3. Act as the focal point for grantees within their portfolio throughout the grant cycle on contractual, operational and reporting matters, drawing on and coordinating expertise from the Technical Performance Managers and Fiduciary Risk Team (FRT)
4. Provide grant management status reports to Technical Performance Managers or members of FRT in order to resolve complex issues in a timely and effective manner by regularly monitoring and updating the system
5. Regularly monitor and update grantee Special Conditions information and obtain appropriate sign-off
6. Coordinate, draft and issue Grant Agreements and Addendums using our online system
7. Coordinate and track timely grantee payments in collaboration with the Fiduciary Risk and Finance teams
8. Track grantee reporting deadlines ensuring timely submission by grantees
9. Oversee the scoring and payment process for grantee reports, ensuring internal timelines are met
10. Provide regular and up to date information to operational management to track and monitor grants, and share best practice and lessons learned across the portfolio of grants with other staff members and within the wider consortium where appropriate
11. Contribute to the development and implementation of Standard Operating Procedures and procurement policy for AmplifyChange
12. Coordinate, draft and issue consultant contracts, and process invoices and expense claims from consultants and staff contracted by AmplifyChange
13. Implement procurement systems, including contracting procedures and supporting the development of terms of reference for consultants and sub-contractors management and upkeep of contract files
14. Coordinate overseas travel and logistics for AmplifyChange staff and consultants and implement risk and duty of care procedures



PERSON SPECIFICATION:

Essential:

- Educated to level or equivalent in a related subject
- Minimum 2 years' experience of project coordination or administration, ideally involving logistics, claims or contract administration
- Excellent client management and communication skills
- Good familiarity with Microsoft Office or similar, and online management systems
- Sensitivity to, and support of, the general aims of the fund
- Good commercial acumen and attention to detail
- Proven ability to operate in a team environment liaising with diverse teams in an international setting
- Ability to manage a varied workload and prioritise tasks, work under pressure and meet deadlines.
- Ability to use own initiative, with a proactive and problem-solving attitude

Desirable

- Understanding and experience of risk and performance management
- Experience of working on grant making funds and good understanding of the project/grant management cycle including set up, contracting, implementation, monitoring and evaluation
- Knowledge of donor agency procedures
- Fluency in French or other appropriate language skills

REPORTING AND ORGANISATION:

This is a UK based position reporting to the Grants Operations Manager AmplifyChange and is based in Bath and we operate on a hybrid working model. Occasional international and national travel may be required. This is a full-time position and requests for flexible working arrangements will be considered.

Salary and package

Basic salary range:	£23,000 - £26,500
Holiday:	25 days per annum
Pension:	8% employer contribution
Life insurance:	Company life insurance scheme
Benefits:	Access to a flexible benefits and discounts scheme





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How to apply

If you wish to apply for this role, please email your cover letter and CV to:

careers@mansiondaniels.com by no later than noon, Monday, 4 July 2022

