



AMPLIFYCHANGE



JOB DESCRIPTION
GRANTS OPERATIONS MANAGER

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

Our Vision

Full attainment of SRHR for all

Our 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-lead, 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

Background

AmplifyChange makes grants of various sizes and duration to support the work of civil society organisations (CSOs) located in the Global South, advocating for improved sexual and reproductive health and rights (SRHR). More information can be found on our website: www.amplifychange.org Since our inception in 2014, AmplifyChange has awarded over 1,000 grants to CSOs working in SRHR, mainly in Sub-Saharan Africa and South Asia, and run almost 50 funding rounds processing approximately 6,500 eligible applications. AmplifyChange registered as an independent entity in early 2020, with a five-year [strategy](#) outlining our approach for the future.

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 our grantees.



The role

JOB CONTEXT

AmplifyChange has an exciting new job opportunity for a Grants Operations Manager. We are looking to recruit an experienced manager to oversee multiple, concurrent funding rounds and to oversee our newly introduced grants management system.

The Grants Operations Manager has responsibility for the smooth running of the grant management process, from funding call preparation, processing and evaluation of applications through to Board approval, to overseeing live grants and grant close out.

The role is a Bath-based position and will work closely with team members in the UK and overseas, including our Operations Team, our Grants Support Team, our Fiduciary Risk Team and external suppliers, to ensure a smooth running of the grant management process and -system.

We are in the process of renewing and insourcing our grant management system, which adds an exciting new component to this role to embed and optimise the system within our organisation.

Successful applicants will show a strong interest in the field of SRHR and sensitivities to the work of our grant holders. Fluency in written and spoken French is essential for this role due to the number of grant holders based in francophone Africa.

MAIN RESPONSIBILITIES:

- Work closely with the CEO, Operations Manager, the Grant Support Team, and Finance to oversee the planning and management of the grant application process, including developing application timelines, quality assuring application forms, managing applicant webinars and coordinating the application review process.
- Ensure the effective and efficient day-to-day running of our grants management system
- Ensure the grant application-, review-, implementation- and close-out processes are compliant with internal grants procedures
- Identifying opportunities for improvement related to our grant making processes and -system, and working closely with the Operations Specialist to develop and implement these improvements
- Resolve complex issues when escalated by team members on contractual, operational, and reporting matters, drawing on and coordinating expertise from the Grant Support Team and the Fiduciary Risk Team
- Track and follow up on grant payments, liaising with grantees, Finance, Grant Support and Fiduciary Risk Teams, and international banks, where needed to ensure prompt payment to grantees.
- Provide operational support to our francophone grantees. Oversee externally sourced translation and interpretation services to ensure AmplifyChange is retains its bilingual ambition. Provide additional translation support when required.
- Assist with the coordination and logistics of events both in the UK and overseas.
- Any other duties as reasonably required.



PERSON SPECIFICATION:

Essential:

- Educated to degree level or equivalent
- Minimum of 5 years' experience in grant management, project management or operations management
- Experienced user of grants management software
- Fluency in written and spoken English and French
- Financial acumen
- Ability to build effective working relationships with team members of diverse backgrounds and expertise, both in person and virtual
- Excellent attention to detail
- Excellent communications skills
- Good understanding of operational, financial and reputational risk management
- 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
- Sensitivity to, and support for, the values and general aims of AmplifyChange
- Good familiarity with Microsoft Office

Desirable:

- Experience with Fluxx grant management software or equivalent
- Experience with project management tools
- Experience with business process improvement
- Experience in organising travel logistics and events management
- Fluency in Portuguese, Spanish, Hindi, Urdu or other relevant language skills

REPORTING AND ORGANISATION:

This is a UK based, full time (37.5 hours/week) permanent position, reporting to the Operations Manager. AmplifyChange is based in Bath, and we operate on a hybrid working model. Requests for flexible working arrangements will be considered. We can only accept applications from those with proof of the right to work in the UK. Occasional national and international travel may be required.

SALARY AND PACKAGE

Basic salary range:	£35,000 - £40,000
Holiday:	25 days per annum on full time basis
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

MannionDaniels is supporting AmplifyChange throughout this recruitment process. If you wish to apply for this role, please email your cover letter and CV to careers@mansiondaniels.com no later than 30 September 2022.



AmplifyChange 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 abide by our Code of Ethics at all times.