



Creating opportunities for the world's poor



Grants Officer

Candidate Pack

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About BRAC

BRAC was founded in Bangladesh in 1972 by Sir Fazle Hasan Abed, and today is a global leader in developing cost-effective, evidence-based poverty innovations in extremely poor, conflict-prone and post-disaster settings. These include programmes in education, healthcare, microfinance, girls' empowerment, agriculture, human and legal rights, social enterprises, a bank, a university, and the world's largest mobile money platform. In 2019, BRAC employed more than 100,000 people in 11 countries, with a total global expenditure of about \$900 million.

BRAC is also unique among the world's major non-profits in that its overall budget is majority self-financed. In Bangladesh, where BRAC was founded and is the location of its global headquarters, BRAC financed 76% of its \$682 million average annual national budget from 2011 to 2015 from its own socially-responsible businesses.

In 2019 BRAC was ranked as the number one NGO in the world for the fourth consecutive year by the Geneva-based NGO Advisor, an independent media organisation committed to highlighting innovation, impact and governance in the non-profit sector.

"Pragmatic, adaptive, BRAC can now play any game, whether using for-profit or non-profit approaches, to face and challenge systems of inequity," said NGO Advisor in its review of BRAC. "BRAC ticks every box this year, with extra scoring for the clarity of its five-year strategic vision and its willingness to expand its international outreach. Today, BRAC is more than a reference; it is leading the nonprofit world toward its next degree of efficiency and leverage" said NGO Advisor Editor-in-Chief Jean-Christophe Nothias.

About BRAC UK

BRAC UK works to raise resources for BRAC's programmes in Africa and Asia, raise awareness about BRAC across Europe and to influence and develop partnerships with local and global organisations, donor agencies, academic and research institutions and governments.

Between 2015 and 2020 BRAC UK aims to bring BRAC's life-changing services to 10 million people. We are well on our way. A small team of ten staff, based in London work closely with our central office in Bangladesh and country programme staff to develop projects and funding proposals for a range of donors, including institutions, corporates, trusts, foundations and individuals. The BRAC UK team also manage and support the accountability element of the grants received. BRAC has also recently committed to an ambitious global strategy with a target to have a significant impact on the lives of 250m people by 2030.

BRAC UK's Programme team is responsible for identifying funding opportunities, writing proposals and managing existing grants. The team works with bilateral funders, foundations and partner NGOs to design, raise funds for and manage outstanding programmes which help people lift themselves out of poverty.

The Grants Officer an important role for the success of the grant management at BRAC UK as well as the 11 BRAC countries and various programmes that BRAC delivers.

Job Description

Job Title: Grants Officer

Reports to: Programmes Director

Location: Southwark, London

Salary: £31,120 per annum

Term: Full-time

Key relationships: **Internally-** BRAC UK (CEO, Programmes Team, Finance Team, Strategic Partnerships Team and Communications Team), BRAC International, BRAC Bangladesh, BRAC Country Offices

Externally- Institutional Donors, Partner Organisations, External Consultants

Main Purpose

We are looking for a Grants Officer who is passionate about international development and understands BRAC's values. Working within a small team, the objective of the Grants Officer role is to improve the quality of our grant management and reporting, by ensuring that internal information on all our projects is up to date and accurate, enabling the provision of timely information to donors. Strong candidates will be able to draw on relevant experience in order to quickly become effective. The role requires excellent attention to detail, communication and writing skills.

Responsibilities

Grant Management - Reporting:

Support Programme Leads with grant management of BRAC UK projects in coordination with in-country Project Managers in Uganda, Tanzania, Nepal and Bangladesh. With time, this list may grow to include Myanmar, the Philippines, Pakistan, Afghanistan, Sierra Leone and Liberia as funding for new projects is approved.

- Create and manage a reporting calendar across BRAC UK's grant portfolio.
- Provide timely actions for the completion of narrative and financial reports, liaising with Project Managers and Finance teams.
- Gather, verify and edit input from Project Managers in order to create internal quarterly reports.
- Use internal reports as a base to create external reports and submit to donors (e.g. DFID, DFAT, Big Lottery Fund, UBS Optimus, Comic Relief, EU, other foundations) on time.
- Support the Finance team to ensure payments from donors to BRAC UK, and onwards to BRAC country programmes are completed to schedule.
- Ensure any requests for additional information from donors receive timely and accurate responses.
- Oversee donor agreements to suggest and implement timely measures such as contract amendments, and log frame revisions, and advise in-country teams on donor compliance requirements.

- Support internal and external audit requirements in respect of donor contracts and donor reports.
- Undertake field visits to monitor and report on the project status, in collaboration with BRAC UK finance team.
- Prepare short briefings on the status of the contracts.

Grant Management - Project start up and due diligence (20%):

- Support preliminary assessment requests and grant set up procedures from donors, including due diligence checks, contract development and liaising with Funding Managers (e.g. Mannion Daniels, PwC).
- Facilitate sub-grant agreements between BRAC UK and BRAC entities, and ensure compliance.
- Facilitate agreements between BRAC entities and partners, and ensure compliance.
- Support project management training (e.g. preparing contract management guidelines and supporting documents) for country offices to ensure clarity and promote successful implementation.
- Oversee knowledge management, ensuring all information regarding projects is accurately recorded in a timely manner on Google Drive, including implementing a naming protocol, auditing existing folders and ensuring ongoing compliance.

Business Development (20%):

- Support internal decision-making processes (project prioritisation, Go-No-Go, donor and partner due diligence) when assessing the funding pipeline.
- Update the Salesforce pipeline tracking system.
- Support Programme Leads in the preparation of concept notes and proposals to donors and investors.
- Assist Programmes team in working towards active donor and partner engagement and mapping donor priorities.
- Other business development responsibilities as required by the Programme Director.

Person Specification

	Essential	Desirable
Qualifications	Undergraduate degree	Undergraduate degree in international development, international relations, law, business, finance or another relevant subject.
Experience	At least two years' relevant experience working in an international NGO	Experience working with grant-makers such as Big Lottery Fund and Comic Relief
	Working knowledge of major institutional donors, such as DFID, DFAT and the EU, including donor contracting, grant agreements, reporting standards and audit processes	Experience gathering information and working with colleagues and / or partners in East Africa and South Asia
	Experience reporting to donors	Understanding of risk management and programmatic quality assurance
	Understanding of safeguarding issues in the INGO sector	Experience of large, multi-entity organisations and their internal processes Experience working / volunteering in countries in the Global South
Skills	Excellent report writing skills with the ability to present complex data and knowledge in a simple, concise form	Advanced use of Microsoft Office, Salesforce, and research and presentation tools.
	Meticulous attention to detail and adherence to deadlines	
	A good understanding of project budgeting and strong numerical skills	
	Ability to build positive relationships remotely with a range of people in different countries	
	Ability to manage competing deadlines and respond quickly to shifting priorities	
	Able to work independently.	
Qualities	Energetic, determined & dedicated with a passion for BRAC's mission	Experience working with grant-makers such as Big Lottery Fund and Comic Relief
	Able to use initiative to solve problems	Experience gathering information and working with colleagues and / or partners in East Africa and South Asia
	Self-motivated and results-driven	Understanding of risk management and programmatic quality assurance
	Able to prioritise and work to deadlines	Experience of large, multi-entity organisations and their internal processes
	Able to keep track of and manage a range of parallel tasks, stakeholder needs and complex information sets	Experience working / volunteering in countries in the Global South
	A good team player	
	Willingness and ability to travel regularly to Africa and Asia	
	Able to work effectively and respectfully in a multicultural environment	
	Ability to work effectively at a distance from colleagues in Africa and Asia using communications technology	
Cognisant of safeguarding requirements and willing to put the needs of programme participants first		

Equal Opportunity Policy

BRAC UK has an equal opportunities policy and ensures that no job applicant or employee receives less favourable treatment on the grounds of age, colour, culture, disability, ethnicity, gender, HIV status, marital status, nationality, religion or sexual orientation. The principle applies to recruitment, pay, terms and conditions of employment, promotion, training, career opportunities and service delivery.

Safeguarding

BRAC UK takes its safeguarding responsibilities seriously, and has a range of policies to support effective training and reporting to protect people, particularly children, at risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with BRAC UK.

Your Privacy

As part of any recruitment process, BRAC UK collects and processes personal data relating to job applicants. BRAC UK is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the GDPR (General Data Protection Regulations). Please see our [applicant privacy notice](#) for more information.

Terms

This is a permanent full-time post subject to funding based on a 35 hour week (plus one hour for lunch). The employee handbook guide details other terms and conditions of employment.

Salary and pension

The salary for this post is £30,000 pa. Salary increases are considered annually although the organisation is under no obligation to increase salaries year on year. New employees are required to join the NEST pension scheme to which the employee makes a minimum contribution of 5% (gross) and the company will contribute a maximum of 6% of salary per annum.

Holidays

Leave entitlement is at the rate of 25 days per annum in addition to the statutory holidays.

Location

This post will be located at BRAC UK office in Southwark. Our office is a short walk from Waterloo Station.

Next steps

Candidates must have existing eligibility to work in the UK and this will be verified prior to interview. Please do not apply unless you can demonstrate this eligibility.

Send your CV and a covering letter of no more than 2 pages, outlining how you meet the requirements of the role to recruitment@bracuk.net (include Grants Officer in the subject line).

Please note only shortlisted candidates will be contacted. If you have not heard from us within 3 weeks of submitting your application then you have not been selected. Closing date **Thursday the 12th of March 2020**, however suitable applicants may be contacted and interviewed during the application period.