

Grants Officer – Terms of Reference

Position: Grants Officer

Location: This role will primarily be based in Ukraine but Crown Agents will work where possible to accommodate staff's individual circumstances.

Timings:

Background:

About Crown Agents

Crown Agents is a high impact social enterprise passionate about transforming the future for millions of people. Since our creation in 1833 we have worked across the globe to improve public services and drive economic growth. Our expertise is finding new solutions to difficult problems for clients in the areas of health, governance, economic growth, humanitarian action, and supply chain services. We work with and train leaders at local, national and international level to achieve lasting change drawing on our insight and experience.

The UBS Optimus Foundation Children's Resilience Fund

The Children's Resilience Fund is a Crown Agents International Development partnership with UBS Optimus Foundation established to meet the continued emerging needs of the people of Ukraine following the Russian invasion on the 24th February 2022. Created as a recognition of the need to develop a flexible and adaptive fund to ensure civilian-led operations on the ground, the aim is to support Civil Society Organisations (CSOs) in Ukraine to respond, scale-up, and navigate the current crisis. Together, Crown Agents and UBS Optimus Foundation propose to extend their fund management and capacity building services to roll out and deliver a fund management project to support Ukraine civil society organizations to effectively respond to the accelerating humanitarian need and establish a Fund that builds the resilience of children to withstand unpredictability.

Crown Agents uses UNICEF's definition of child protection as the prevention and response to violence, exploitation and abuse of children in all contexts. This includes reaching children who are especially vulnerable to these threats, such as those living without family care, on the streets or in situations of conflict or natural disasters.

Crown Agents also uses UNICEF's definition of children's resilience as the ability to withstand threats or shocks, or the ability to adapt to new livelihood options, in ways that preserve integrity and that do not deepen vulnerability. The resilience of a household is related to the available resources (e.g. financial, assets, human capital, social resources etc.) and household's ability to use these resources (e.g. access to markets, access to public services and social protection).

Crown Agents is looking to fund several Ukrainian civil society organisations to carry out projects which support the objectives of the fund. Each project is expected to take place over a maximum of 6 months, with the possibility of extension, a grant amount between minimum £20,000 and maximum £75,000 per project.

Scope of Work:

- Working with the Project Director and Project Manager, contribute to the design of the governance and management processes which facilitate award decisions.
- Assist with the commissioning, testing and deployment of the Grants Management System (GMS)
- Assist with the review and scoring of grants applications using the online grants management system
- Assist with the review and scoring of financial parts of grants application using the online GMS.
- Providing administration to a high standard across the grants cycle using the Grants Management System, including, receiving and reviewing applications, processing registration and policy documents for due diligence checks, collating feedback and liaising with partners, budget reviews, producing acknowledgements, monitoring and tracking live grants and grant reports.
- Serve as focal point for applicants and respond to inquiries regarding submissions.

- Support training on GMS functions and utility to prospective applicants.
- Support the Project Manager in the execution and distribution of grant agreements.
- Liaise with finance to support the smooth disbursements of grants, including checking and confirming prospective applicant bank details.
- Ensure that project documentation is archived on the Crown Agents Sharepoint system
- Work to advertise and promote the fund and specific calls on various platforms.
- Provide up-to-date and accurate contracting and payment information to the Project Accountant for forecasting and budget control.
- Work with the Project Accountant to support the verification of costs submitted by grantees
- Track the progress of grants and ensure grantees report on time
- Contribute to project deliverables such as the inception and annual workplans, quarterly reports, budget reports, etc.
- Mainstream conflict sensitive and do-no-harm approaches to work.
- Any other duties as directed by the Project team.

Essential Requirements:

- Bachelor's degree in, finance, economics, public administration, social work or similar
- Minimum of 2 years professional experience with bachelors degree, 5 years experience without bachelors degree.
- Basic understanding of financial and grant management cycle
- Experience with review of proposals, narrative reports, budgets and financial reports
- Fluency in Ukrainian and English
- Full time role for 2 months followed by part time for 4 months with possibility of extension

Desirable Requirements:

- Prior experience with grants management
- Experience working with online grants management systems
- Experience working with civil society organisations

Reporting:

The Grants Officer will report to: Project Manager and Project Director

How to Apply

Ukrainian nationals are strongly encouraged to apply. Candidates should submit the following documents:

- CV
- Cover Letter
- Two referees

Other Obligations

The nature of Crown Agents' engagement in Ukraine means that information and discussion essential to the engagement may be highly sensitive, both commercially and operationally. All personnel employed on this programme have a commitment to maintain the highest standards of confidentiality, behaviour and performance. This includes full compliance with all the requirements of their personal contracts as well as those defined in the programme Staff Handbook.

Deadline for Submission

This is an urgent recruitment, and we will therefore review CVs on a rolling basis.

This job posting summarises the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way to represent a contract of employment. Management reserves the right to review and revise this document at any time.