

Job Title:	Grants Manager
Department:	Operations – Asia Development
Reviewing Manager:	Head of Asia Development
Job Type:	Fixed term - Full-time
Location:	Initially to work remotely. Expectation of regular attendance at Godalming HQ during the contract period.

Background:

Compassion in World Farming International was founded in 1967 in England by Peter Roberts, a British farmer who became horrified by the development of intensive factory farming. Over 50 years ago, Peter decided to make a difference and take a stand against this farming system. In his lifetime, Peter saw the demise of veal crates and gestation crates in the UK, and in Europe achieved recognition that animals are sentient beings.

Part 1: JOB PROFILE

1. OVERALL OBJECTIVE(S) OF THE POST

The purpose of this role is to help end factory farming. This role will contribute by playing a critical part in delivering a new re-granting project aimed at supporting grass roots organisations in Asia seeking to start or grow their farm animal welfare advocacy capability.

2. POSITION IN ORGANISATION

- Reports to the Head of Asia Development
- Develops strong and effective working relationships with the Finance Team, representatives on the ground in Asia, potential grantees in Asia

3. SCOPE OF JOB

- Co-design of Asia Re-Granting programme process
- Conducting and co-ordinating application assessments.
- Building reporting and payment modules
- Managing payment to grantees
- Oversee team compliance

4. DIMENSIONS & LIMITS OF AUTHORITY

- Jointly responsible for making up to 50 grants to non-profit organisations in Asia
- May raise purchase orders for authorisation
- May recommend approval/rejection of grantees
- May recommend action for continuous improvement to Asia re-granting programme.

5. PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Proven Ability, Qualifications & Training	
<ul style="list-style-type: none"> • Prior experience of granting or re-granting Educated to A Level, ONC, HNC, HND, advanced degree (MSc.) level or equivalent in a relevant discipline • Highly numerate with proven experience of working with complex financial spreadsheets • Proven project management experience • Experience in reviewing the detailed elements of written documents eg grant contracts. • Excellent IT skills including high proficiency in the use of MS Office applications to support and enhance project delivery 	<ul style="list-style-type: none"> • Experience of due diligence, legal and financial risk management • Experience of working across different countries and timezones • Working knowledge of Salesforce • Working knowledge of Netsuite
Skills, Knowledge & Attributes	
<ul style="list-style-type: none"> • Ability to work independently and initiate • Ability to plan and prioritise workloads and meet tight deadlines including across several projects concurrently • Flexibility and willingness to adapt according to initial uptake and effectiveness of processes. • Manages relevant project /department budget appropriately • Identifies the needs of others; uses effective approaches and styles to persuade them to agree to a proposal • Completes tasks fully following through on the detail in a meaningful way • A quick learner of new systems • Good collaborative style of working • Excellent communications skills and ability to present complex information clearly it in a way that inspires and motivates people across the organisation to take action towards achieving Compassions' goals • Remains calm and polite under pressure. • Clear strategic vision and ability to communicate 	<ul style="list-style-type: none"> • Excellent proof-reading skills • Working knowledge of other cultures

Part 2: DUTIES AND KEY RESPONSIBILITIES

6. PRIMARY RESPONSIBILITIES

Essential duties and responsibilities include the following: Other duties may be assigned.

Co-Design of Asia Re-Granting Programme Process

25%

- Develop internal and external documentation for re-granting programme with the aim of providing the base for best practice of Compassion granting globally
- Proactively contribute to and participate in the continuous improvement of the re-granting programme
- Build online modules including eligibility questions, application forms and assessment screens to enable applicants to apply for funding

Conducting and Co-ordinating Application Assessments

25%

- Lead and participate in negotiation of grant agreements with successful applicants
- Obtain required information from approved grantees
- Respond to emails and telephone calls from applicants and CIWF colleagues in UK and on the ground in Asia

Building Reporting and Payment Modules

20%

- Build reporting and payment modules and all supporting reporting documentation on successful projects for funders
- Maintain records of grant and any required legal documentation

Managing Payment to Grantees

20%

- Conduct eligibility checks to ensure that applicants are eligible to receive funds
- Support the invoicing and payment processes required to ensure payment of grants to grantees and for our services in compliance with government's Grant Standards

Oversee Team Compliance

10%

- Provide oversight and ongoing support of team compliance with ISO standards
- Quality assurance of work produced by self and others in the grants team and relevant subcontractors.

7. CIWF Values

Core Values

Treats people with dignity & respect

Maintains high ethical standards

Demonstrates commitment to Compassion in World Farming's mission and goals.

Core Competencies

Communication – level 3

Working with People – level 3

Drive for results – level 3

Functional Competencies

Relating and Networking – level 3

Applying Technical Expertise – level 3

Analysing – level 3

Planning and Organising – level 3

Adapting and responding to change – level 3

Formulating strategies and concept – level 3

8. ADDITIONAL TASKS

To assist with other departmental duties where necessary, as listed below:

- As part of your employment you may be required to travel anywhere within the world in order to carry out the duties of your employment
- Due to the nature of the role, there may be a requirement to carry out some work out of office hours. This work is to be arranged in accordance with procedures
- Take due and reasonable care of oneself and others in respect of Health & Safety at Work
- Act in accordance with the principles of Compassion in World Farming's Ethical Policy
- In all work activities, comply with data protection legislation and Compassion in World Farming's requirements for the protection of personal information and the privacy of individuals
- Provide formal and informal training at the request of your line manager, senior manager or a director, on your areas of expertise, to other members of staff, work experience students, trustees etc.
- The job description is not exhaustive and you may be asked to carry out additional tasks which are appropriate to your job role, as required by your line manager