



## Grants Team Volunteer

### About THET

For over 30 years THET has been working to build a world in which everyone has access to quality healthcare. We are a global voice for health workers, working to transform the quality and availability of medical training around the world. We provide responsive health workforce development programmes where they are needed the most. We believe that the transformational power of health partnerships is an innovative tool to strengthen health systems and our approach is based on a collaborative model that generates North-South and South-South mutual benefits. For further information, please visit [www.thet.org](http://www.thet.org).

### About the Role

We are looking for a Grants Team Volunteer to support our London office. This represents a great opportunity for candidates seeking to gain experience in the international development sector or simply to provide support to an international development charity.

The THET Grants Team manages grants for health partnership initiatives on behalf of donors who support global health workforce development. THET currently manages the Africa Grants Programme supported by the Johnson and Johnson Foundation, and the Department of Health and Social Care-funded Commonwealth Partnerships for Antimicrobial Stewardship. These programmes provide tailored support to health partnerships to design, deliver and evidence effective human resources for health projects that train health workers to address a range of health issues in LMICs.

- Working hours: Part time - 1 or 2 days a week.
- Location: Royal Society of Medicine, 1 Wimpole St, London W1G 0AE. Occasional working from home is permitted.
- Expenses: This is an unpaid volunteer role. Travel of up to £10 per day and lunch of up to £5 per day will be covered by THET. THET volunteers have access to the office canteen (£1.50 per meal).
- Reporting to: Grants Officer
- Duration: Three to six months, commencing start of April.

### Responsibilities

This varied role will contain aspects of the following but will vary on a weekly basis:

- Conducting desk-based research into historic grant-holder reports
- Using grant-holder data analysis to support the production of internal and external presentations and reports;
- Providing grant-holder data to the Quality and Learning Manager and Communications Team;
- Reviewing tools and implementing improvements to THET's grant management processes;
- Supporting the grants team in the project management cycle;
- Supporting the grants team in developing proposals for new grants programmes;
- Providing logistical support for grant-holder workshops.

## Person Specification

### Essential:

- Holding or studying for Bachelor's degree in a relevant discipline.
- Understanding of international development and global health issues.
- Excellent writing and communication skills.
- Excellent organisational skills.
- Excellent IT skills.
- Able to work on own initiative and as part of a small team.
- Ability to manage your own time.
- Positive outlook and committed to contributing to the team.
- Fluency in English.

### Desirable:

- A Bachelor's degree in international development, global health, public health or social policy
- Knowledge of sub-Saharan Africa.
- Knowledge of the project management cycle and monitoring & evaluation principles.
- Experience of programme development.

This is an unpaid position, but lunch and travel expenses will be reimbursed as per THET's Volunteer Expenses Policy.

To apply for this role please send your CV and a cover letter to [jobs@thet.org](mailto:jobs@thet.org) by midnight Thursday 21<sup>st</sup> March 2019.

Interviews will take place in the week commencing 25<sup>th</sup> March 2019, with the expectation that the volunteer begins their post soon after.