

Job Description: Grants Officer

Hours	Full-time
Location	Virtual during the COVID-19 pandemic, but UK-based. From January 2021, 2-3 days a week at Royal College of Physicians, NW1, other days working from home. Working full-time remotely will also be considered.
Reports to	Grants Coordinator
Salary	£25,000 – £27,000 (commensurate with experience)
Duration	Permanent

Background

Imagine a world in which everyone has access to quality healthcare. For over 30 years THET has been working to build that world. 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. Our approach is based on a collaborative model that generates North-South and South-South mutual benefits.

The THET Grants Management team manages grants for health partnership initiatives on behalf of donors who support global health workforce development. THET currently manages the UK Partnerships for Health Systems, the Africa Grants Programme supported by the Johnson and Johnson Foundation, and the DHSC-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.

Purpose

To effectively manage a portfolio of grants and provide support to grant holders in order to facilitate the delivery of quality projects on time and on budget.

Key responsibilities

- In collaboration with other members of the Grants Management Team, implement transparent and effective grants management processes, from grant selection through to grant closure;
- Review reports and monitor progress of projects to verify that grant holders are implementing grants to address agreed objectives in a timely manner and in-keeping with good practice;
- Work closely with colleagues to coach and support grant holders in the management of their activities, funding and partnerships;
- Oversee the administration of the grants database on behalf of the team.

The above responsibilities are indicative but not exhaustive and can be amended to reflect changing business requirements. Below are more details of the focus of this role.



Accountability and Working Relationships

- Accountable to the Grants Coordinator;
- Works closely with all members of the Grants Management Team;
- Works with members of the Policy and Learning, Finance, Communications and Country Programmes teams.

Grant Management

- Review grant applications;
- Arrange contracting process with awarded grantees;
- Manage a portfolio of grants in accordance with established processes;
- Review incoming reports against predicted spend and assess whether on time and on budget;
- Review the narrative reports of grant holders and provide feedback on the level of achievement, need for further information and recommendations for improvement;
- Monitor risks across the grant portfolio and mitigate/escalate where appropriate;
- Work with colleagues in the Grants Management Team to take appropriate decisions on holding or withdrawing of funding support to grant holders if necessary;
- Work with the Head of Grants Management and Grants Coordinators to ensure that all payments to and from grant holders are executed in a timely fashion;
- Assist in developing narrative and financial report templates for grant holders;
- Check that criteria for reviewing reports are well-defined and reviewed on a regular basis;
- Assist in the synthesis of reports and in drafting narrative documents and reports for donors.

Monitoring, Evaluation and Learning

- Oversee the administration of the grants database (using the Salesforce platform) and troubleshoot issues, liaising closely with the Monitoring, Evaluation and Learning (MEL) Adviser and the database supplier;
- Provide support to other grants team members and grant holders on use of the grants database, and induct new starters;
- Work with the support and guidance of the MEL Adviser to ensure that grant holders have effective MEL plans in place;
- Provide guidance to partnerships on their MEL plans and the data/ evidence requirements of the programme;
- Work with the MEL Advisor to review data from across the portfolio of projects and assist in the analysis of programme progress, capturing programme learning and preparing briefing notes;
- Carry out monitoring visits to grant holder institutions, including in-country;
- Contribute to cross-programme sharing and learning activities and events;
- Liaise directly with THET country offices and in-country national stakeholders to ensure national oversight of projects.

Support, Training and Learning

- Build positive and trusting relationships with grant holders and other key stakeholders;

- Assist in developing new or updated resources and toolkits for health partnerships, and the delivery of coaching sessions, webinars and workshops;
- With other members of the Grants Management Team, identify grant holders with specific performance issues that need to be addressed and agree appropriate action to help resolve them.

Team Support

- Contribute to cross-Grants Management Team initiatives and support colleagues as appropriate.
- Review and contribute to the strengthening of Grants Management systems and tools.

Other

- Contribute to the development of funding proposals for new grants management programmes;
- Contribute to the development of strategic plans, policies and position papers;
- Assist in maintaining effective administrative systems and ensure that programme information is easily accessible to all THET colleagues (as appropriate);
- Support/work in collaboration with other teams as appropriate;
- Attend and represent THET at conferences and learning events as appropriate;
- Undertake other tasks as may be required, commensurate with experience.

Person Specification

Person specification	Essential	Desirable
Qualifications	Bachelor's Degree (2:1 or above) in a relevant discipline, such as International Development or Global Health, or equivalent experience.	Masters' Degree level in a relevant discipline, such as International Development or Global Health.
Experience	<ul style="list-style-type: none"> Experience of budget management Experience of project management Experience or knowledge of monitoring, evaluation and learning approaches Experience of using Salesforce or similar grants/customer relationship management platform 	<ul style="list-style-type: none"> Experience of working in, or conducting work trips to, low- or middle-income countries Experience of grants management Experience of financial reporting Experience of project management or M&E in health systems strengthening
Knowledge	Understanding of the project/grant management cycle	Knowledge of health partnerships

	<p>Understanding of current issues and challenges in Global Health</p> <p>Understanding of international development principles</p>	<p>Knowledge of issues relating to health workforce capacity development in low- and middle-income countries</p>
Skills	<p>Excellent command of written and spoken English.</p> <p>Excellent financial management skills.</p> <p>Computer literacy with a high level of knowledge and practice using Microsoft Office, notably Word, Excel and PowerPoint.</p> <p>Good interpersonal skills.</p> <p>Ability to meet deadlines, work on own initiative and consult where appropriate.</p> <p>Demonstrates an effective approach to problem-solving.</p>	<p>Ability to analyse, synthesise and communicate complex issues in a clear manner.</p> <p>Ability to undertake desk-based research related to global health themes.</p> <p>Confident in developing the capacity development of others.</p>
Values	<p>Strong commitment to THET's cause and values</p> <p>Highly motivated self-starter</p> <p>Intercultural sensitivity and awareness</p>	
Other	<p>Must be able to travel overseas and within the UK for up to 8 weeks a year</p>	

Application requirements	<p>The job holder must be able to live and work in the UK. Candidates can apply by submitting a two-page cover letter stating why they are interested in this position, what they would bring to the role and how they fit the person specification.</p> <p>This letter should be submitted with a CV to jobs@thet.org by midnight Thursday 5th November, with 'Grants Officer' in the subject line. Applicants must be available for interview w/c 9th November.</p> <p>THET is an equal opportunity employer and any form of canvassing will lead to automatic disqualification.</p>
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