



# Digital Grants Volunteer

## About THET

Imagine a world in which everyone has access to quality healthcare. For over 25-30 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 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

THET are looking for a Digital Grants Volunteer to support our Programmes Team. This represents a great opportunity for candidates seeking to gain experience in CRM and Grants Management in the international development sector while supporting a global health charity.

THET has recently launched a new CRM called the Programmes Portal on the Salesforce platform. The Portal currently supports 14 grants that are submitting their final reports and data in the coming months. The volunteer will be supporting the Programmes Team to liaise with grant holders, manage data, and ensure smooth operation of the Programmes Portal. Additionally, there will be more grants programmes that will have to be set up in the Portal.

Hours: 1 or 2 days a week.

- Location: Remote
- Expenses: This is an unpaid volunteer role. Travel and expenses, up to £10 per day, will be covered by THET as per THET's Volunteer Expenses Policy.
- Reporting to: Programmes Officer (Programmes Portal System Administrator).
- Duration: 1 or 2 days a week for three to six months.

## Responsibilities

### **1. Programmes Portal Support**

- Assist in data management within the Portal.
- Assist with tackling bugs and errors in the Portal.
- Develop new solutions and improve the efficiency and usability of the Portal, both for the Programmes Team and grant holders.
- Provide support and training to THET staff in using the Portal

### **2. Grants Management Support**

- Support grant holders with questions or issues regarding the use of the Portal

- Work with the Programmes Coordinator on supporting the Programmes Team with grants management issues.
- Assist with collating and inputting data for reporting.

### 3. Portal Development

- Assist with collating feedback from grant holders, Programmes Team, and the MEL Coordinator with an eye to further Portal development for future programmes
- Work closely with the Programmes Officer and the MEL Coordinator on how to optimise data capture and management.
- Develop solutions for making the Portal more robust for future use and making THET overall more data rich.
- Develop ideas for how the Portal could be used by other teams within THET.

### Person Specification

#### Essential:

- Excellent writing and communication skills.
- Excellent organisational skills.
- Excellent IT skills.
- Experience of CRM, preferably Salesforce.
- 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, social policy OR studying towards a Master's degree in any of the above courses.
- Understanding of international development and global health issues.
- Knowledge of the project management cycle and monitoring & evaluation principles.
- [Salesforce Administrator Certification, or working towards this.](#)

### To Apply

To apply for this role please send a CV and a cover letter by 20<sup>th</sup> June.

Interviews will take place during the week commencing 27<sup>th</sup> June, with the expectation that volunteers will start soon after.