

Rosa Grants Manager September 2017

We're looking for an experienced part-time Grants Manager to join our small dynamic team at an exciting time.

Who we are and what we do:

Rosa was set up in 2008 with the mission to mobilise resources for women's rights and equality. We work towards a safe, prosperous, healthy and economically just future for ALL women. And we don't believe this can be achieved without a vibrant, vocal, well-connected and resourced women's sector.

Rosa offers grants, training, mentoring and networking to support women's organizations and their leaders. We seek to amplify the voice of grassroots groups and national campaigns. We aim to influence funders and decision-makers across sectors to generate and leverage resources for the work of the women's sector. Rosa leads the way on woman-centred grant-making and has distinctive expertise in female philanthropy.

What we've done and where we're going:

To date we've supported 150 organisations with grants worth over £1M, supported edgy campaigns, led the highly successful Tackling FGM Initiative with collaborators and pioneered some innovative ways of galvanizing supporters and making grants - including the use of video for applications and telling stories of impact.

Rosa's profile, reach and impact are growing. We're embarking on an exciting phase of development, which includes the Woman to Woman Fund: With £2.2M funds from HM Treasury's 'tampon tax', Rosa is supporting grassroots women's groups across the UK through three grants rounds and a package of 'step-up' support. The cutting edge Voices from the Frontline programme supports campaigners and activists, with two rounds delivered and a third in the pipeline.

We have great links with the corporate sector and are heading up new work on leadership in the women's sector. Our training and support for grantees is expanding - with the launch of a new mentoring programme Inspire Together. Having developed a robust yet light-touch framework for monitoring and evaluation, we want to better use the lessons and stories from grants to build the case for change. The intelligence we gather from grants will inform future initiatives and Rosa's direction of travel. And we're looking for a new Grants Manager to join us and help make this happen.

Some of the basics:

- Rosa is a registered Charity and a company limited by guarantee, with a Board of seven and a team of three core staff (Executive Director, Communications and Campaigns Manager, Administration and Finance Officer), as well as freelancers, volunteers and interns. And we draw on a large network of pro-bono help and other supporters.
- We have a turnover of around £360Kpa, much of which is for grants to women's organizations. The funding comes from individuals, corporates and government, as well as some trusts.
- We currently occupy shared serviced offices based near Caledonian Road tube station.
- We have an external Finance Manager who keeps Rosa's books and produces monthly management accounts
- We use GIFTS grant management software
- Our values include transparency and accountability. We also aim to be Trailblazing, Creative, Bold, Determined, Knowledgeable and Collaborative in our work.

Job Description

JOB TITLE	Grants Manager
REPORTS TO	Executive Director
SALARY LEVEL	up to £35,000 pro rata for the right candidate (£21K for 3 days/week)
HOURS PER WEEK	21 hours (three days)
LOCATION	4 th Floor, United House, North Road, London N7 9DP The post is primarily office-based, with visits to projects and events across the UK.

Job Purpose:

To manage Rosa's existing grant programmes (Woman to Woman Fund and Voices from the Frontline), assessing and processing grant applications, monitoring and learning from funded work. Assisting with research, scoping and consultation activities and the design of new programmes; contributing to the team and planning new activities and areas of work.

Key interfaces: Reporting to the Executive Director, acting as primary contact with applicants and grantees; managing external consultants and contractors, including assessors, evaluators and GIFTS software providers; Liaising with other Rosa staff who handle grant payments, grantee training, mentoring and events. Acting as lead officer for Grants Panel meetings. Networking with other grant-makers.

Tasks:

Grants Management:

- Manage relationships with applicants and grantees.
- Plan and deliver each stage in the grants cycles with relevant stakeholders and interfaces, reporting to donors and others as necessary.
- Recruit and manage external consultants and contractors including freelance assessors and evaluators.
- Process applications from initial enquiries through assessment to grants panel decision-making;
- In collaboration with Panel Chairs, plan and support panel meetings, preparing papers, presenting portfolios of assessment reports, subsequently communicating decisions to applicants, arranging grant payments, tracking reports and outcomes.
- Act as lead contact with software supplier (GIFTS), problem-solving on behalf of applicants.

Grantee Support:

- Maintain an overview of issues and innovations in fields relevant to grantees.
- Develop and deliver training, learning opportunities, networking and support for grant recipients, including webinars and digital resources, working with the Communications Manager and external trainers as appropriate.
- Develop supportive relationships with grantees, connecting and networking them where appropriate
- Maintain oversight of Inspire Together, (Managed by the Admin and Finance Officer) ensuring fit with the grant-making cycles.

Learning and Communications:

- Lead on Rosa's monitoring, evaluation and learning activity within the newly developed framework, monitor grants through GIFTS and manage external evaluations
- Identify and capture issues emerging from grants to inform Rosa's wider work.
- Work with the Communications Manager and wider team to raise the profile of programmes and their impact with multiple audiences.
- Develop networks and relationships to disseminate learning and findings from grantees' and Rosa's work.

Reporting:

- Maintain accurate records of applications and grants, including status reports of grants, monitoring reports and payments.
- Generate reports as required, including regular reports of application status of grant payments.
- Compile timely reports to donors on the relevant funded projects.
- Analyse grant-making activity and produce regular reports for communications, campaigns, planning and fundraising purposes.

Other:

- Maintain curiosity and a desire to learn, keeping on top of professional developments and innovations.
- Carry out all aspects of this job description in accordance with Rosa's Staff Handbook and policies, including the Diversity and Equal Opportunities Policy.
- On occasion, travel within the UK and working away from ordinary office base as needed.

PERSON SPECIFICATION

Experience and Skills		
Experience of grant-making and knowledge of all stages in the grants cycle	Essential	Application
An understanding of the voluntary sector, grassroots groups and what makes them tick.	Essential	Application Interview
Excellent organizational abilities, including attention to detail, record keeping, data and project management	Essential	Application Interview
Self-motivated, with strong customer service skills - and a real team player	Essential	Application Interview
Excellent written and verbal communication skills and ability to communicate with confidence, tact and clarity with a range of individuals and groups in a variety of settings, including phone, Skype, face to face and email.	Essential	Application Interview
Ability to work flexibly and to tight deadlines	Essential	Application Interview
Computer and Internet Skills and mastery of basic Office programmes	Essential	Application Interview
Experience of using and developing grant making software (preferably GIFTS)	Essential (GIFTS Desirable)	Application Interview
Personal Attributes		
A wholehearted commitment to gender equality, diversity and Rosa's values and goals	Essential	Interview
Curiosity, a can-do attitude and openness to learning and development	Essential	Interview
Ability to use initiative and anticipate requirements	Essential	Interview

How to apply:

Please apply with a CV and covering letter. The letter should be no more than two sides of A4, describing why you would like to work for Rosa and how you fit the person specification above. Please email application to: recruitment@rosauk.org with **Grants Manager September 2017** in the subject heading.

The closing date for applications is Wednesday 4th October, 5pm.

This is a re-advertisement. If you'd like to discuss the role, have any queries about the role or your suitability for it, please email Samantha@rosauk.org with "Grants Manager Query" in the subject heading, and your contact phone number in the message.

Timetable

Deadline for applications	Wednesday 4th October, 5pm
Interviews	Monday 16th October
Start date	ASAP

As a charity, we are committed to being an equal opportunities employer and actively encourage those under-represented in grant-making to apply.