



## Employment Opportunity Grants Manager



Employment Opportunity: Grants Manager

We believe in the rights of all children, everywhere, and that they should be valued, protected and met by all

We exist to make this the reality for children in northern Ghana, where more than half of all families live in poverty and 1 in 10 children die before their 5<sup>th</sup> birthday.

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About AfriKids

The origins of AfriKids reach back to 1997, when a British traveller met passionate and committed local people in northern Ghana, doing what they could to help children at risk in their communities. In 2002, a fundraising charity was registered in the UK to help fund this work and by 2005, it was formally established as a non-governmental organisation in Ghana.

Today AfriKids is working with everyone it takes to change attitudes and improve services to protect at-risk children across northern Ghana and help give all children the opportunities for a secure and happy future, whatever their start in life.

Specifically, we promote the importance of education, protection and health for children, and work with all levels of society, from parents and community groups to the government and private sector, to improve the systems and services needed to provide these for all children, particularly those at risk.

Our approach combines support for children already at risk with making the important changes needed to tackle issues at the root, in order to prevent more children suffering.

Our Mission

To ensure that every child in Ghana is afforded his/her rights as outlined in the United Nations Convention on the Rights of the Child, and to do this by building the capacity and resources of local people, organisations and initiatives to in such a way that they will be able to continue their efforts independently and sustainably in the future.

Our strategic priorities under this mission are:

- Education
- Child Protection
- Health





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# Our work

Now is a really exciting time to be joining AfriKids as we launch our new strategy to reach even more children across the north of Ghana. We’ve got big plans over the next three years:

## Education

We’re scaling up our work in early years education ensuring kids get the best start to school life. We’ll get hundreds of street children off the streets and into school. We’ll provide loans to hundreds of trainee teachers and nurses to help them through their tertiary education. We’ll help 45 schools become accessible to children with disabilities. We’ll significantly scale up our microfinance programme so more families can support their own children’s educations and break the cycle of poverty.

## Child Protection

We’ll continue fighting to end child marriage and work in even more communities to eradicate the spirit child phenomenon. We’ll increase capacity at our mothers and babies centre to ensure we can support malnourished babies back to health and teach their families to care for them once they are well enough to return home. We’ll get hundreds of street children off the streets and into school. And we’ll continue educating tens of thousands of children about their rights through our successful child rights clubs.

## Health

We’re educating young people about their sexual health rights; and ensuring pregnant mums have access to antenatal care and can give birth in hospital to reduce maternal mortality rates. We’re treating more than 50,000 cases each year at our hospital, more than 10,000 of which are babies with malaria. We’ll provide thousands of free health screenings in schools, and set up an emergency fund for very sick children to receive specialist care. We’ll grow our community based rehabilitation programme for children with disabilities.

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# Our values

## We are truly local

Our team of local staff in Ghana design and run all of our life-changing programmes from start to finish. Qualified, experienced professionals, they have a deep, personal commitment to improving life for children in their communities, and being known and trusted by the communities they work in is what makes them so effective, especially with some of our most complex work changing traditional beliefs. Fundraising and donor due diligence is led from the UK, but all to support local people delivering the right solutions in their own communities.

## We are transparent and accountable

We are fiercely committed to 100% accountability for all of the money we receive and spend in the UK and Ghana. We maintain robust governance policies and procedures including regular internal and external audits to ensure this. We publish independently audited accounts annually and encourage donors to ask us anything, anytime.

## We Say No to Pity

We will not trivialise the injustice of poverty or compromise the dignity of anyone we work with through pity advertising or by using inappropriate images or language when discussing sensitive issues. We hope sharing the positive stories of how our work is making a difference will inspire people to help us do more.

## We listen

Our programmes are developed by listening to what local people tell us they really need. Our exceptional stakeholder consultation gives every level of society a say on what we do, and gives us a clear view on what the government and other actors are doing. This ensures our projects are always truly needed, wanted and bought into by everyone it takes to make them work.

## We empower

Our approach is always to help children, families and communities help themselves. Our projects bring people together, equip them with knowledge and show them how to make and demand the changes needed for all children to have a better life in northern Ghana.

## We sustain

If it’s not sustainable, it’s not development. For us, this means two things:

### Addressing the root causes of issues as well as the symptoms

As well as providing direct support to children at risk now, we are also improving the education, child protection and healthcare systems of northern Ghana, to stop suffering in the first place, and improve every child’s start in life.

### Creating changes that are sustainable without ongoing aid

All of our projects create change by educating local people and empowering them to make changes themselves. This way the changes we help make with each new project become permanently embedded, and continue to benefit children long after our involvement ends. While there is a lot of work to be done and making permanent changes take time, our projects will evolve and move, rather than create dependence on us and aid funding for changes to be sustained.

This is how we are helping people secure better futures for children that ultimately don’t rely on aid.

## We respect people and planet

We work together with communities to end harmful traditional practices and protect children, while respecting local culture, heritage and environment.

We are conscious to minimise the impact of our operations on the environment and employ a reduce, reuse and recycle approach.

## We always want to do better

An ethos of learning and improving is ingrained in everything we do, from supporting training for all of our staff to continuously developing our Monitoring, Evaluation and Learning tools to measure our impact and inform our strategy. We welcome feedback from all of our stakeholders.

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# Benefits of working with AfriKids

As an AfriKids member of staff, you are one of the organisation’s most important assets. We want you to love working for us and to feel supported in maintaining a healthy work-life balance and to develop personally and professionally while you’re with us to give us your best!



**Trips to Ghana**

Knowing the people we work with and support in Ghana is critical to you being effective in your role in the UK, and maximising the contribution you make to both organisations. Most staff enjoy an all-expenses-paid trip to Ghana every year or two in order to build relationships, learn more about the people we support and their local context and to gather experiences and information first-hand to share with our supporters and stakeholders.

**Pension**

AfriKids offers a generous pension scheme, matching employee contributions up to 5 per cent.

**Holiday**

All staff are entitled to over 20% more annual leave than the government requires. In addition to 8 Public Holidays, 3 Christmas break days, an AfriKids anniversary day and 22 days’ flexible annual leave (full time equivalent), staff earn an extra day per year after 2 and 4 years of service with the organisation as a thank you for your continued hard work and commitment.

**Time Off in Lieu**

While we can’t offer additional pay for overtime, when staff working extra hours is essential, we compensate with extra time off. This includes overtime in the UK and while overseas with AfriKids, and is intended for resting, recovering and reclaiming personal time lost.

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**Travel Card loan**

Being able to buy an annual travel card can significantly reduce the personal expense of travelling to work. We offer all staff interest-free credit for an annual travel card for their commute which they can pay off each month.

**Cycle to Work scheme**

AfriKids are registered for the government’s Cycle to Work Scheme, meaning staff who wish to can buy a new bike and cycling accessories tax-free through AfriKids with a loan they pay off each month, also spreading the cost of a new bike to make it easier.

**Learning and development**

The quality of AfriKids’ staff is paramount to the organisation’s success, and as our activities and ambitions evolve and develop, so too do we need our staff to. AfriKids positively assesses the skills, knowledge and experience of staff regularly and offers all staff in house training , an annual training budget, ad hoc full team external training, study leave when earning new and relevant qualifications, and welcomes requests for other ways that AfriKids might support the learning and development of all staff at all levels.

**Sabbaticals**

Whether for professional development or just a personal break, AfriKids offers all staff the opportunity to apply for a sabbatical after 4 years of service. These can be for 8-26

weeks and all we ask is that you keep in touch, don’t do anything that conflicts with AfriKids and come back to work refreshed and ready for another chapter.

**Flexible Working**

In order to support all staff in maintaining a healthy work-life balance, we offer flexible working including working from home when needed and Flexitime, which enables staff to manage their own hours. So when you need to finish early or have a lie in, you can.

**Sick Leave**

It isn’t in anyone’s best interests for staff to be in the office or working when they are unwell. Our sick leave allowance is more generous than statutory requirements and allows staff to get back on their feet and back to work at a reasonable pace.

**Family support**

AfriKids offer a range of benefits to support family life, including generous parental leave policies and compassionate leave when needed. We also offer a flexible working policy including flexitime.



## Job Description Grants Manager

### Terms:

- Full time- Mon-Fri
- Salary - £30,000-£35,000 pa (depending on experience)
- Permanent
- Flexible working available
- Immediate start
- Reports to: Head of Grants
- Based: Central London



We are seeking an energetic, passionate and proactive Grants Manager to join our team. The Grants Manager is essential to making our life changing work with vulnerable children possible. The successful post-holder will be a key member of the fundraising team and responsible for developing and implementing trust fundraising and institutional activities to secure funds for our programmes and organisational core costs.

### Strategic development

- Lead on the management and development of the grants pipeline, and ensure appropriate measures are in place to oversee the delivery of this work
- Maintain an in-depth, up to date knowledge of AfriKids' key services and projects and their order of funding priority, to inform grant fundraising activities and maximise opportunities.
- Take responsibility for ensuring that all fundraising partnerships with grant makers achieve their maximum potential, and that AfriKids delivers on all of its commitments to these funders
- Report to the Head of Grants as required and support the development of internal reporting processes to ensure the effective management and oversight of grant fundraising
- Maintain a clear understanding of the organisational strategy and how the grant fundraising strategy contributes to it
- Recognise and understand the importance of the organisation's reputation for high quality, and "personal" donor relations, and be committed to upholding this
- Work with AfriKids Ghana to develop systems and processes in grant fundraising both in the UK and Ghana and support the capacity building of AfriKids Ghana to secure and manage grants independently

### Operational delivery

- Manage and lead the identification of new opportunities and approaches to grant makers that have not previously supported the work of AfriKids
- Take responsibility for maintaining the grants pipeline on Salesforce, ensuring records are accurate and up to date, including data input, tracking expected income, running reports and, ensuring compliance with the Charity's Data Protection and information security policies
- Build on relationships with existing grant makers, providing an excellent standard of feedback in a timely manner and maximising opportunities to submit further applications for funding
- Research and pursue opportunities from overseas grant makers, in the US and elsewhere
- Write high quality tailored applications, addressing grant-making priorities and requirements as specified by individual grant makers
- Develop and maintain high quality marketing collateral for grant fundraising
- Maintain reporting and application systems and processes for efficient grant fundraising and management, including timely coordination of information with AfriKids Ghana
- Take responsibility for ensuring the information produced by the grant fundraising department is accurate and up to date, including references to current external research and statistics

### To apply:

Send a CV and covering letter to  
[hr@afrikids.org](mailto:hr@afrikids.org)

Deadline: 29 April 2018

- Maintain a good working knowledge of external activities, policies and learning to ensure that programmes information produced by AfriKids is current and of substance e.g. referring to the latest Ghana census for up to date statistics, being aware of UN publications on work in similar contexts, etc.
- Support other staff and departments to ensure AfriKids' communications on its programmes are consistent and accurate
- Maximise the value of the Charity's resources available to the grants fundraising strategy (including collaboration with other staff; software and technology; finance, etc.), while being conscious to complement and work cooperatively with other work streams towards the Charity's common goals and objectives

### Financial management

- Work with the Head of Grants to monitor a range of KPIs and assess the performance of the grants department
- Ensure all grant fundraising information is up to date in Salesforce and work with the finance staff to effectively manage grants
- Monitor and assess the financial performance of the grant fundraising department to inform plans going forward
- Understand and support the development of financial systems and processes underpinning grant management, to effectively produce financial reports and feedback to donors as required

### Staff Management

- Support in the recruitment and management of staff as required
- Be a dedicated team player and always support and work cooperatively with the rest of the team



Required skills and experience:

- Experience in successfully writing bids for five figure donations and multi-year grants
- Excellent written and verbal communication skills
- Excellent attention to detail with specific emphasis on spelling, grammar, proofing and correction
- Proficient with Microsoft Office: Word, Excel, PowerPoint and Outlook
- Excellent time management, organisational skills and ability to prioritise a wide variety of work
- A methodical and organised approach to workload
- Ability to research and analyse a range of information
- Proactive, “can do” attitude with good initiative in responding to varied tasks

Desirable skills and experience:

- Degree in international development, human rights or relevant subjects
- Understanding and experience of evaluation and project monitoring tools such as logframes
- Proven track record of an organised and methodical approach to work, combining numerical accuracy with attention to detail and an ability to meet deadlines.
- Experience working for a charity, or public-sector organisation
- Project management experience
- Experience with Salesforce, Xero, Adobe InDesign, IATI
- Experience working within brand guidelines

Please note

AfriKids does not discriminate on the grounds of ‘protected characteristics’ as defined under the Equality Act and other relevant UK legislation.

AfriKids can only consider applications from candidates who have the right to work in the UK.

Expectations and responsibilities of all AfriKids staff:

- Maintain a professional approach to work and colleagues at all times
- Represent AfriKids’ values and uphold AfriKids’ reputation at all times
- Understand and comply with all internal policies and procedures as are applicable to role and level
- Always strive to give AfriKids your best, embracing opportunities to learn and progress with the Charity’s support
- Positively support equality of opportunity and equity of treatment to colleagues and stakeholders

Amendments to this Job Description post-appointment

This job description reflects the core activities of the post. As the organisation and the post-holder develop, there will inevitably be changes in the emphasis of duties. It is expected that the post-holder will recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description will be reviewed formally by the Senior Management Team in conjunction with the post-holder, considering carefully the implications of any proposed changes to the structure of the wider organisation and the impact on the post holder.

Health and Safety

The post holder shall ensure that the duties of the post are undertaken with due regard to the Charity’s health and safety policies and to their personal responsibilities under the provisions of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation. For a more detailed definition of these responsibilities, please refer to the current versions of the Charity’s health and safety policies, available from the Charity.

Health and Safety Responsibilities

All employees have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

- Understanding the hazards in the work they undertake;
- Following safety rules and procedures;
- Using work equipment, personal protective equipment, substances, and safety devices correctly; and
- Working in accordance with the training provided and only undertaking tasks where appropriate training has been received.

Employees shall co-operate with the Charity by allowing it to comply with its duties towards them.

This requires employees to:

- Take part in safety training and risk assessments and suggest ways of reducing risks; and take part in emergency evacuation exercises.
- Employees shall report all accidents, ‘near miss’ incidents and work related ill health conditions to their line manager.
- Employees shall read the Charity’s health & safety policies to ascertain and understand their responsibilities as an employee and/or line manager.

Information Security

In order to protect the confidentiality, integrity and availability of Charity information, including information provided by fundraisers, donors, customers, partner organisations, and other third parties, where applicable, employees will comply with the Charity’s Data Protection and information security policies.

# Application

To apply for this exciting and rare opportunity with AfriKids, please send a CV and covering letter, outlining why you are the right candidate to [hr@afrikids.org](mailto:hr@afrikids.org) by midnight on Sunday 29 April 2018.

For more information about AfriKids, please see our website and social platforms:

[www.afrikids.org](http://www.afrikids.org)  
[facebook.com/afrikids](https://facebook.com/afrikids)  
[twitter.com/afrikids](https://twitter.com/afrikids)

If you have any questions, please call 0207 269 0740 or email [hr@afrikids.org](mailto:hr@afrikids.org)

