



JOB DESCRIPTION

Position: Regional Grants Manager, Europe and Libya
Reports to: Europe Deputy Regional Representative and Deputy VP, AMU
Location: London
Salary:
Grade: 5
Contract: Fixed term
Hours: 37.5 hours

BACKGROUND

Over the past 80 years, the International Rescue Committee (IRC) has developed unparalleled expertise in responding to emergencies and helping uprooted communities to rebuild. Founded in 1933 at the request of Albert Einstein, the IRC's mission is to help people whose lives and livelihoods are shattered by conflict and disaster to survive, recover, and gain control of their future. The International Rescue Committee UK is part of the IRC global network, which has its headquarters in New York and London. The IRC is on the ground in more than 40 countries, providing emergency relief and rebuilding lives in the wake of disaster. Through 28 regional offices in cities across the United States, the IRC also helps refugees resettle in the US and become self-sufficient. The IRC is committed to a culture of bold leadership, innovation in all aspects of our work, creative partnerships and, most crucially, accountability to those we serve. The IRC is a tireless advocate for the most vulnerable.

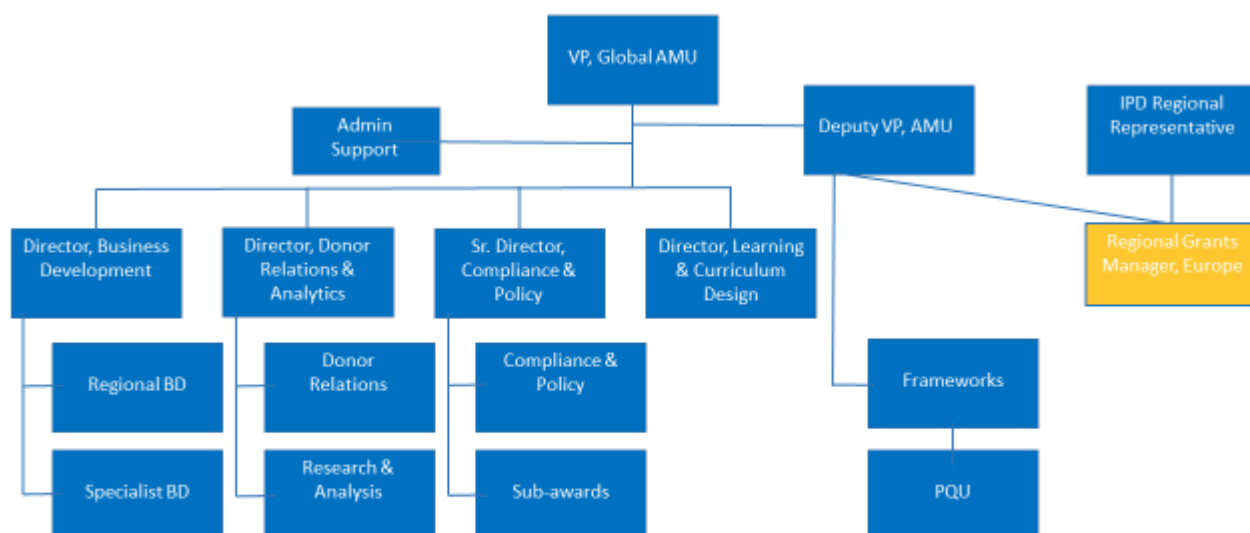
IRC-UK

Our European headquarters, IRC-UK, were established in London in 1997 to support the organisation's global activities and particularly to diversify its donor base and be able to better advocate with European policy-makers on behalf of the people we serve. Since its establishment IRC-UK has grown rapidly and is now acknowledged for its high quality project management, technical expertise in governance and rights and economic recovery, and innovative thinking on early recovery and gender based violence. The IRC also has offices in Brussels, Berlin and Geneva. IRC-UK comprises approximately 90 staff across five departments.

EUROPE REGION

The IRC has programmes to support refugees, asylum-seekers and vulnerable migrants in Greece, Western Balkans, Germany and Libya, in the fields of child protection, women's protection and empowerment, information provision and protection referrals, water, sanitation and hygiene, emergency health, cash assistance and NFI distributions, and livelihoods programming. IRC's response to the refugee crisis in Europe prioritises building partnerships, strengthening and empowering civil society, and providing support to European governments in responding to the short, medium and long term needs of refugees and asylum seekers as they adjust and over time integrate into their new environments.

Team Chart



The Global Awards Management Unit (AMU)

Established in January 2016, the Global Awards Management Unit (AMU) is a global unit spanning New York, Washington DC, London, Nairobi and Amman. It has responsibility for identifying, securing and managing all funding from statutory donors. The Unit is organized into five directorates: Donor Relations & Analytics; Grants Management & Frameworks; Compliance and Policy; Business Development; and Training & Curriculum Design. The Regional Grants Manager (RGM) will support the “Grants Management & Frameworks” directorate.

The Global AMU is a bridge between donors and the field: providing expert technical advice to the field, while maintaining portfolio-level visibility to ensure consistency and compliance, and manage risk. This unit ensures that donor compliance policies and procedures are implemented consistently, and supports all staff working across the grants management cycle for all restricted funding from global government sources. The unit operates within a matrix management system across the teams in the US and the UK, driving functional integration between all relevant units and staff, in collaboration with the Vice President of the Global AMU and the Senior Vice President for Europe in relation to overarching issues with European donors. The matrix management structure ensures that AMU staff support the Europe strategy and work towards the pursuit of new opportunities, while IRC UK maintains accountability for European funding.

The Global AMU reports into the IRC’s Global Partnerships and Philanthropy Department (GPP) and contributes to the mission of the IRC by ensuring the growth and sustainability of public funding.

The GPP department is responsible for the global delivery of the International Rescue Committee’s financial resources, and plays an important strategic role in the creation of its brand, awareness and support for its advocacy goals. The IRC’s 2020 Strategy centers on its ambition to continue to improve the scale and effectiveness of IRC programs worldwide with evidence of what works best to impact people’s lives in conflict and fragile settings. GPP comprises colleagues and teams delivering government funding, brand, marketing, account management, leadership gifts, board liaison, corporate partnerships and communications to support this work.

The Purpose of the Role

The restructured AMU complements a strengthened regional structure, tasked with direct support and oversight of grants implementation to meet country and IRC-wide priorities. The Regional Grants Manager will provide the Europe region with the capacity to ensure compliance with donor rules and regulations and high quality reporting.

Scope and Authority

Reporting both to the Deputy Regional Representative and the Deputy VP, AMU the Regional Grants Manager will facilitate two-way communications about compliance, training, donor relations, etc., spanning the post-award phase, to enhance organization-wide compliance and consistency in business development (BD). This position has no reports.

KEY ACCOUNTABILITIES AND MAJOR RESPONSIBILITIES

- Serving as single point of contact for field-based grants staff particularly for all post-award issues with public funds.
- Ensure the delivery of high-quality and compliant reporting, and budget realignments – as required act as an additional resource to the team in the delivery of reporting etc.
- Ensure donor compliance, including eligibility requirements, and quality control for donor submissions.
- Providing support and oversight for post-award grants management tasks
- Collaborating closely with two other counterparts supporting the Europe region namely: the Regional Programme Manager (RPM, also based in London) supporting pre-award/BD with European donors; and, the Regional Program Officer (RPO, based in New York) supporting pre-award/BD with non-European donors. The three roles will together ensure there is coherent and coordinated donor and grants support to the regional and country teams, and are expected to share duties or provide cover for one another when necessary.
- Actively participate as a member of the Europe regional team (primarily based out of Belgrade), engaging in strategy development and other initiatives as needed.
- Collaborating with AMU's Donor Relations function and countries on donor communications
- Coordinating with relevant teams within the AMU, especially BD, Compliance, and Training to ensure optimal support for field offices
- Ensuring regional input into and adoption of compliance policies, templates, etc. developed by the AMU
- Sharing and adopting best practices to support greater consistency in routine awards management
- Championing the upcoming Enterprise Resource Planning System and supporting understanding of field offices on what the system will do for them
- As needed, represent the IRC at donor meetings and conferences, presenting the work of the organisation.
- Other duties as assigned

KEY RELATIONSHIPS: All pillars within AMU, IRC UK and other European offices, International Programs Department, Policy and Practice, and Global Partnerships and Philanthropy.

REQUIREMENTS

- Bachelor's degree required
- At least 5 years of experience with a relief and development NGO or multilateral agency
- International field experience, especially in the region, preferred
- Program and/or grants management experience with key donors, such as DFID, European Union/ECHO, UN agencies, and others

- Experience managing for donor compliance, proposal writing, budgeting, and representing implementers to donors
 - Good understanding of humanitarian aid and development programming
 - Organized self-starter and able to manage competing priorities and identify strategic and critical issues
 - Excellent analytical, negotiation and problem solving skills
 - Excellent written, verbal, presentation and IT skills
 - Ability to work on own initiative as well as effectively as part of a team
 - Excellent relationship-management skills with colleagues in the field and HQ, senior stakeholders, and donors
 - Ability to travel internationally, mainly within Europe and regularly to Belgrade, approximately 30% of the time
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To Apply

Please send a CV (two pages maximum) and cover page (two pages maximum) to:

applications@rescue-uk.org

Please state clearly in your cover letter:

- Your reasons for applying
- How you meet the skills, knowledge and experience specified in the person specification part of the job description
- Where you saw the job advertised
- Current salary

The closing date is: 10am (UK time) on Friday 9th June 2017.

Interviews will take place on Wednesday 14th and Thursday 15th June 2017.

In order to minimise administrative costs, IRC-UK will only contact short-listed candidates.

Candidates must have the right to work in the UK.

IRC-UK strives to be an equal opportunities employer. IRC-UK is committed to equality of opportunity and to non-discrimination for all job applicants and employees, and we seek to ensure we achieve diversity in our workforce regardless of gender, race, religious beliefs, nationality, ethnic/national origin, sexual orientation, age, marital status or disability.