

## Grants Manager

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### About SOS

Sumatran orangutans are critically endangered and without urgent action could be the first Great Ape species to become extinct. The Sumatran Orangutan Society (SOS) is dedicated to turning this situation around: our mission is to secure the future of Sumatran orangutans and their forests.

We are a small, nimble and responsive organisation, leveraging impact through strategic partnerships which tackle the causes of deforestation as well as the symptoms. We take a holistic approach, supporting and enabling vital work on the ground in Sumatra through developing effective conservation programmes and partnerships, capacity building and fundraising for frontline organisations, and advocating globally for changes to government policy and corporate practise to enhance conservation outcomes.

### Overview of role

**Job Title:** Grants Manager

**Responsible to:** Director

**Salary:** £26-30,000 FTE dependent on experience, plus 5% pension contribution.

**Benefits:** 25 days annual leave plus public holidays (pro-rated)

**Terms:** Part-time (0.5 FTE). The role is initially offered as a fixed-term contract until 31<sup>st</sup> March 2019, with the possibility of extension.

**Location:** Abingdon, near Oxford, UK, with the potential for home working with agreed weekly attendance in the Abingdon office for the right candidate.

The Sumatran Orangutan Society (SOS) is a small charity with a big impact. We are in the process of scaling up our investment in long-term, landscape-scale conservation of orangutan habitat in Sumatra. To support this, we are keen to appoint an exceptional Grants Manager who has the experience, drive and vision to enable SOS to continue to support and expand its portfolio of frontline conservation programmes in Sumatra and campaigns in the UK and internationally.

This role will:

- Manage grant making and reporting procedures and associated administration.
- Engage with grantees and maintain appropriate networks.
- Support robust monitoring and evaluation of SOS-supported programmes.
- Communicate the impact of SOS' grant-making portfolio.

This is a new role within the organisation and offers an exciting opportunity to make a significant difference to a small charity with big ambitions.

## Role description

### Grant management (40%)

- Receive, review and process grant applications against agreed criteria;
- Conduct due diligence on potential grantees;
- Liaise with Technical Committee and Steering Committee on shortlisting of applications and present applications at decision meetings;
- Disburse grants;
- Monitor grants awarded including reviewing grantees' activity, impact and financial reporting, conducting annual monitoring visits to funded projects and completion of monitoring reports;
- Closing down grants at the end of the grant term.

### Process management (15%)

- Organise Technical Committee and Steering Committee meetings, prepare reports and papers for these meetings, and take minutes;
- Prepare project summaries of all shortlisted applications;
- Develop, maintain, and review information management and support systems and processes.
- Review and recommend criteria against which grant applications are assessed.

### Network engagement (15%)

- Work closely with the portfolio of grantees and applicants, identifying particular non-monetary and capacity-building needs and opportunities, to help us to achieve our strategic priorities and to achieve their own growth and development objectives;
- Identify potential grantees and support them to develop proposals;
- Identify opportunities to link and network grant holders;
- Proactively develop and maintain an appropriate network with others in the field, keep abreast of relevant issues and contacts, and appraise SOS Board of developments within our areas of work;
- Represent SOS at functions and meetings.

### Communication (20%)

- Prepare internal reports of impact of SOS grant-making portfolio;
- Coordinate and develop external communications content, capturing and sharing key milestones, news and impact from SOS-supported projects and grantees.

### Other (10%)

- Take on specific research or development in relation to current programmes or potential new areas of activity, as required;
- Feed insights, knowledge and experience from grant making back for the purpose of informing the charity's work and priorities;
- Undertake any other duties which may be reasonably required in the position and contribute to wider activity and the overall success of the charity.

## Person Specification

### Experience and Skills

- At least three years' experience in the charity sector.
- Experience of managing and/or writing grants.
- Understanding and experience of monitoring and evaluation methods and processes.
- Outstanding communicator, with the ability to write engagingly, and convey information clearly and concisely through different channels and to different audiences.
- Excellent interpersonal, networking and presentation skills.
- Competent and confident in the use of email/internet, word processing, and spreadsheets.

### Personal Attributes

- Well organised, analytical and methodical, with a high degree of attention to detail.
- Self-motivated and resourceful; able to plan and undertake work with limited direct supervision.
- A positive solution focused attitude.
- Willing to be flexible and hands-on; able to thrive in a small team.
- Ability to undertake bi-annual trips to Indonesia of around 7-10 days, with travel between project sites.
- Demonstrable interest in nature conservation.

## How to Apply:

Please send your C.V. including details of two referees, and a detailed covering letter explaining your suitability for the post with reference to the skills, aptitude and experience outlined in the person specification, to: [Helen@orangutans-sos.org](mailto:Helen@orangutans-sos.org) by 10am on Monday 23<sup>rd</sup> April 2018.

Interviews will take place in Abingdon on Tuesday 1<sup>st</sup> May.

Applicants must be eligible to work in the UK.

For an informal discussion about the role, please contact Helen Buckland, Director, on 01235 530825 or by email ([helen@orangutans-sos.org](mailto:helen@orangutans-sos.org)).