

**Job Profile**

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| JOB TITLE | Grants and Information Manager |
| GROUP | International |
| TEAM | Asia |
| LOCATION | Dhaka, Bangladesh |
| RESPONSIBLE TO | Country Representative – Bangladesh |

**PART 1 – JOB DESCRIPTION**

# JOB OVERVIEW

As a member of the Senior Management Team (SMT), the Grants and Information Coordinator (GIC) is responsible for ensuring high quality proposals and reports are produced to access donor funding for both the operational programme and selected partners, and to provide accountability to those donors while ensuring compliance to donor and Tearfund rules and conditions. The role holder is also responsible for appropriate information management including receiving, storing and communicating of information.

This requires working closely with other members of the SMT to draft and edit donor proposals and reports; coordinate compliance with various institutional donor rules, Tearfund policies and National Government processes; coordinate and support donor meetings, donor field visits and evaluations; document beneficiary stories; lead analysis of field experience to derive lessons learned; write news and prayer letters on request; and share good practice.

The role holder will also be responsible for ensuring sufficient proposals are developed to maintain an ongoing pipeline of funding opportunities, and for overseeing the implementation of programmes in accordance to the agreed work schedule.

# POSITION IN ORGANISATION

* Grade: 3
* Reports to: Country Representative
* Direct Reports: Line manage where applicable
* Closely coordinates with the Senior Management Team?
* Liaises closely with relevant Cluster roles (e.g. Programme Funding Manager)
* Liaises closely with selected partners and consortia involved in accessing donor funding
* Liaises closely with relevant UK-based Teams (Programme Funding, Technical support, partnerships)

# ORGANISATIONAL REQUIREMENTS

* The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund’s Safeguarding Policy.
* The post-holder will be expected to behave in accordance with Tearfund’s ‘Code of Conduct’ as referred to in the Personal Conduct Policy.

# PARTICIPATION IN THE SPIRITUAL LIFE OF TEARFUND

The post-holder will be required to actively participate in the spiritual life of Tearfund in the following ways:

* To model godly leadership in all aspects of character and conduct.
* To lead or contribute in Christian worship, prayer, teaching and biblical reflections during collective staff prayer times and encourage staff to attend as is appropriate.
* To be committed to and share in the outworking of Tearfund’s Mission, Purpose, Values and Beliefs statement.
* To actively work and live in accordance with Tearfund’s Statement of Faith and Tearfund’s Christian ethos.
* To pursue and maintain a Christian faith through ongoing personal spiritual development and a relationship with God.
* To provide support and spiritual encouragement to staff and colleagues, in line with biblical principles.

# KEY RESPONSIBILITIES

# PROGRAMME STRATEGY

* Keep the Senior Management Team updated and aligned on key **donor strategies and priorities**, and aware of specific calls for proposals, in conjunction with the Programme Funding Team
* Ensure all donor submissions are in line with Tearfund’s Quality Standards, Project Cycle Management and the Core Humanitarian Standard (CHS), and reflect the **priorities outlined in the programme**
  1. **PROJECT / SUPPORT FUNCTION MANAGEMENT**
* Advise as appropriate in-country staff on documenting participatory needs, capacity & vulnerability **assessments** and situation analyses to ensure appropriate data for donor submissions is captured
* Liaises with SMT in order to gather required information for donor proposals, budgets and reports within a timely fashion
* Support the drafting of **concept notes, proposals, and reports** including budgets and any required supporting documentation, while ensuring donor guidelines are followed, in close coordination with Senior Management Team.
* Collaborate across Country Programmes and liaise with the Cluster Programme Funding Manager for the design of multi-country bids which would include coordination with other GICs.
* Advise and facilitate as appropriate in-country staff & partners to develop quality **logical frameworks** to describe the projects and allow effective monitoring and demonstration of impact.
* Edit and undertake a final proof reading of all documentation prior to submission to ensure **quality control**, focusing on clarity, consistency, and application of PCM good practice.
* Coordinate the provision of the required information for **Project Development Meetings (PDMs)**, to ensure relevant authorisation is gained prior to donor submissions, while ensuring any recommendations are adopted into the final submission.
* Support and facilitate the undertaking of internal end of project reviews, and external evaluations, to ensure **learning is captured**, understood and disseminated within the programme and corporately for possible inclusion into emerging best practice and policy formulation.
* In liaison with DMEAL (or equivalent), document sector **case studies and beneficiary stories** from projects, and disseminate for use by the wider organisation.
* Support the Country Representative (CR) to coordinate all project-related **internal reporting** within the programme, Cluster and to UK, and act as the **point of contact** for project-related information to and from Cluster and UK, coordinating responses to requests and disseminated information to programme staff.
* Support the CR in other duties as needed, including potential support to accessing institutional funding for partners
* Produce **prayer updates** for Tearfund supporters, where requested.
  1. **CORPORATE POLICY AND COMPLIANCE**
* Oversee and maintain the programme’s **Grant Management Information System** to ensure the timely and quality submission of internal and external proposals and reports and setting deadlines for submission of draft documents
* In consultation with the SMT maintain a **standard filing system** to ensure core donor and project related documentation is held and accessible, using effective paper and electronic filing systems in accordance with Tearfund standard procedures and compliance requirements.
* Act as a conduit for information on **donor rules and regulations** applicable to each donor project
* Coordinate the **monitoring of compliance** to specific donor rules and regulations, highlighting areas of insufficient compliance to SMT
* In collaboration with the SMT monitor the implementation of the **project closure guidelines** at the end of every project
  1. **TEAM MANAGEMENT**
* The Grants and Information Coordinator may be required to line manage one or two supporting staff members.
* Ensure Tearfund’s performance management system is effectively implemented with objective setting, probationary reviews, regular catch-ups, 6-monthly performance appraisals and exit interviews carried out for project staff
* Support the implementation of Tearfund’s staff development policy, including personal development planning, in a way that is consistent and transparent
* As part of the senior management team, promote the conditions for effective teamwork and commitment to Tearfund values and operating principles.
* Uphold staff conduct and discipline with regard to Tearfund’s health and safety and security procedures.
* Provide spiritual and pastoral support where appropriate
  1. **EXTERNAL REPRESENTATION**
* As delegated by the CR, attend relevant inter-agency coordination meetings
* Support the CR in developing and maintaining donor relations with in-country representatives, through email, phone and face-to-face meetings
* Coordinate the arrangements for in-country donor visits for monitoring and evaluation, in consultation with CR and the wider SMT

**PART 2 – PERSON SPECIFICATION**

**JOB TITLE: GRANTS AND INFORMATION COORDINATOR**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | * Degree or equivalent qualification in development, humanitarian affairs, journalism, international relations, or other relevant course (or equivalent level of knowledge) |  |
| **EXPERIENCE** | * Substantial International NGO field experience ideally in grant management, proposal development (narrative and budgets) and/or donor reporting * Proven ability to develop winning proposals for public and/or private-sector donors * Experience in log frame development and Project Cycle Management, ideally in a complex environment * Experience in conveying stories and case studies to external audiences in an appropriate and timely manner * Experience in strategic planning * Experience in project implementation | * Experience with bilateral (e.g. DFID, DUTCH, USAID) and multilateral (e.g. EC, UN) donor mechanisms. * Experience in the specific country and/or other insecure operating environments * Sector experience in WASH, Food Security, and Public Health * Experience in capacity-building national staff in reporting and proposal writing * Working with the Core Humanitarian Standard (CHS) * Staff development and capacity building |
| **SKILLS/**  **ABILITIES** | * Excellent English language, written and verbal communication skills * Demonstrated ability to interpret and present information in a clear and concise manner suitable for a wide variety of donor audiences. * Excellent organisation and administrative capacity * Strong interpersonal and team coordination skills * Good numeracy skills and Proficiency in Microsoft Excel * Computer literate * Ability to analyse and interpret data * Excellent problem solving and analytical skills and ability to learn quickly * Strong negotiation and representation skills * Ability to lead and facilitate team prayer and Bible studies * Ability and commitment to apply biblical principles prayerfully within all aspects of the role * Experience in budget management |  |
| **PERSONAL QUALITIES** | * An understanding of and a commitment to Tearfund’s Mission, Values and Beliefs Statement * Committed Christian with a personal relationship with God * Committed to regular Christian fellowship with other Christians * Christian motivation in relation to injustice and serving those in need. * Emotionally & spiritually mature * Understanding and sensitivity to cross-cultural issues * Commitment to accountability to beneficiaries and transparency, showing dignity and respect, and demonstrating listening and understanding * A strong team player and a practical desire to support the field teams * Diplomatic and determined * Flexibility, ability to remain calm under pressure * Willingness to travel and live in basic conditions |  |