



Job title:	Fundraising Grants Assistant
Job purpose:	To support MapAction's grants fundraising from government, trusts and foundations.
Hours:	30 hours per week (ideally four days a week but by arrangement.)
Location:	MapAction's Offices in Chinnor, Oxfordshire
Salary:	£23,964 to £25,179k Pro Rata
Contract:	This is a substantive, part-time position
Responsible to:	Fundraising & Marketing Director

About MapAction

MapAction (www.mapaction.org) is a leading humanitarian mapping charity. It deploys skilled volunteers to international humanitarian emergencies to map priority needs. This mapped information helps responders target their response effectively, contributing to saving lives and minimising suffering.

MapAction has built a strong reputation in the humanitarian sector and is a technical partner of the United Nations. The charity has attracted funding from UK Government (DFID), the Government of the Netherlands, USA, EU and other major donors. Prince Harry has been the charity's patron since 2007.

About this role

Ever looked at a humanitarian disaster on TV and wished you had the skills to help in some way? Well now you can!

Humanitarian disaster coordinators can manage the emergency response much better if they have a clear and easily understood view of who needs what help where and what the situation on the ground is. MapAction is a small charity which improves the way in which mapping and geospatial analysis are used in humanitarian emergency response to improve effectiveness.

In recent years we have sought support for our work from a range of the governments and charitable trusts and foundations that spend large amounts of money to support the people affected by natural and other humanitarian disasters. They can easily see what a valuable contribution we make and have been very willing to fund us.

As we embark on a new 5 year strategy we need to grow this grants income again, and to do that we need someone to support the work of our Head of Grants Fundraising. You will initially provide primarily administrative support, ensuring that the grants we have at present are claimed and reported on in the right way and on time. However, we are looking for someone keen to learn the skills and knowledge which will enable you to begin writing funding applications independently and learn to be a grants fundraiser. It is anticipated that you will be trained to assist with and eventually make grant applications yourself, as you grow into the post and develop the necessary skills and knowledge to do so.

The closing date for applications is 5.00pm on Friday February 22nd 2019 with interviews planned for Tuesday March 5 2019. However, we may shortlist and appoint before the closing date. If you are interested, please apply at the earliest opportunity.

Key/Principal Activities and Tasks

Institutional (Government) Donors

Day to day admin of government grants to include:

- Keep the relevant personnel aware of all relevant applications, claims, and reports cycles and deadlines for all current funders.
- Ensure that applications, claims, reports etc. are checked by the responsible MapAction team members, then submit and file them.

- Collate accurate and necessary information for required donor claims and reports in timely fashion, and work with the Head of Grants to write and produce those reports.
- Upload required grant compliance information, documents and reports onto relevant online donor grant administration systems.
- Liaise with relevant MapAction teams (mainly Operations) on upcoming activities, to prepare necessary travel consents for USAID OFDA and other specific expenditure which requires pre-approval or special procurement processes.
- Request travel consents from USAID OFDA and file their responses, notifying appropriate managers and personnel as appropriate.
- Undertake and record quarterly checks to ensure that audit paperwork is in place for flights (e.g. boarding passes, OFDA letters), Procurement (SAM check, 3 quotes for purchases, CBA's etc.).
- Liaise with the Finance Team to ensure that claims to governments and other multi-year donors will be prepared and submitted on time and recorded and coded in line with agreed budget lines.
- Providing administrative support for due diligence processes.
- Refining the grants fundraising filing system and keeping it well maintained and up to date.

Trusts:

- Support Research into grant making trusts and foundations seeking out new opportunities for MapAction.
- Assist with writing applications and case for support documents to grant making funders, and where directed, draft applications.
- Ensure that the database (Salesforce) is kept up to date with all relevant information. On occasions, this will require entering and maintaining contacts for other people.
- Ensure that the fundraising team tracks trust application deadlines and that these are flagged for action in plenty of time for us to do so.
- Assist with writing update reports to small / medium sized grant making trusts and foundations,
- Support Communications Lead to ensure that Trust and Foundation personnel receive appropriate communications and updates, in line with their stated preferences.

Other

- Contribute to the budget process by enabling the monitoring and forecasting of expenditure.
- Contribute to and provide information for grant reporting and assist with donor audits.
- Liaise with representatives of a range of organisations, including funders.
- Any other responsibilities as directed by the Director of Fundraising & Marketing or the Head of Grants Fundraising.
- Participate as a member of the office team in team building, strategy development and information sharing activities.

About you

The ideal candidate will be comfortable working in a small team, have very good attention to detail, be tenacious, flexible, enthusiastic about learning new skills, be able to manage a busy workload and work under your own initiative.

You will be able to write clearly and concisely, and comfortable taking feedback on pieces of written work, as most grant applications and reports are usually best created by several people.

Prior experience of grants fundraising, whilst welcome, is not essential. What is essential is a good attitude and skill-set, and the willingness to work hard, be a great team member and develop your skills as the role requires, including and particularly on IT systems.

You will need to be supportive of colleagues (staff, trustees and volunteers), committed to the volunteer ethic of the organisation and show sensitivity to the needs of others.

Person specification

The ideal candidate will be able to demonstrate a successful track record in the following areas:

Competencies	Essential / Desirable
Strong writing skills with the ability and willingness to work collaboratively on reports and grant applications, including receiving and incorporating feedback.	Essential

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Resilience, patience and flexibility necessary to understand and accommodate specific funder needs and requirements.	Essential
Strong numerical skills including the accurate use of spreadsheets	Essential
Strong personal organisation skills.	Essential
Strong interpersonal and team working skills	Essential
Excellent time management with the ability to prioritise, multitask and work to meet deadlines	Essential
Proven ability to learn and use different IT comfortably, especially spreadsheets, databases, word processing software.	Essential
High and reliable level of attention to detail.	Essential
Experience in accounting for or assisting in the management of project grants / restricted funding from a range of donors, including institutional donors	Highly Desirable
Experience of donor reporting and understanding of system requirements to achieve accurate and timely reports.	Desirable
Relevant experience of working either in or closely with a finance department.	Desirable
Experience of and commitment to, working as, or with, volunteers	Desirable

This role is part-time (30 hours a week)

- Must have the right to live and work in the UK (MapAction is unable to consider candidates who do not already hold appropriate permissions)
- The job holder will be required to work from MapAction's offices in Chinnor.
- Flexibility and willingness to work outside office hours including evening and weekends, occasionally. In particular, training events will be scheduled for a weekend, once a month and this post-holder may need to attend these events occasionally. Time off in lieu is given for out of hours working.

Equal Opportunities Policy

MapAction is an Equal Opportunities employer. All employees have a personal responsibility to promote and support measures designed to create a working environment which is free from harassment or discrimination on the grounds of gender, marital status, family status, age, race, religion, disability, sexual orientation, membership of the Traveler community or HIV & AIDS status.

How to apply

Please provide a covering letter and CV that sets out how you meet the required competencies for the role. Interviews to be held on Tuesday 5th March.

Job Advert Text

Looked at a humanitarian disaster on TV and wished you could help? Maybe you can!

MapAction is a small charity which improves the way in which mapping and geospatial analysis are used to improve the effectiveness of humanitarian emergency response, making sure aid gets to the people who need it most, fast. With a strong reputation MapAction is a technical partner of the United Nations and has attracted funding from the Governments of the UK, Netherlands, USA, EU and grant making trusts. Prince Harry has been the charity's patron since 2007.

Could you be the person we need to join our welcoming and motivated team to support our Head of Grants Fundraising? Initially focusing on admin task like helping ensure that current grants claims and reports are submitted correctly and on time, you will gradually be trained to write grant those reports and new applications.

Age and background are secondary to a positive attitude, great attention to detail, good numeracy and the ability to write well. You don't need previous experience in grants fundraising or the humanitarian world, though of course either would be an advantage. You might be returning to work, changing career or starting out, but if you have the determination to gain the skills and knowledge to be a Grants Fundraiser, and the diligence the job demands we want to hear from you.