



# RECRUITMENT PACK

GRANTS OFFICER





# INTRODUCTION FROM THE DIRECTOR OF COMMUNICATIONS & FUNDRAISING

Hi,

Do you have fire in your belly and water in your heart? If – and only if – the answer is yes, then I urge you to read on.

There are 844 million reasons I need the very best change agents to drive WaterAid forward. Perhaps somebody like you. Because that daunting figure is the number of men, women and children who have yet to see, taste and enjoy the arrival of clean water.

It's not an easy challenge. In fact, challenges don't come bigger than this.

We have a huge number of people to reach. We must stop a killer that steals more lives than malaria and AIDS – combined. Oh yes, and we want to finish the job by 2030.

It's a massive ask. Which is why we need people who won't settle for second best, people who can push us even further, people who won't stop until the fight is won.

WaterAid has been shaking up the industry for 35 years. If you can bring your talent to this role, you'll help to close our offices in 13 years and proudly state that we were the people who helped bring clean water to the world. And changed it forever.

I truly hope you are up to the challenge of a lifetime.



Marcus Missen  
**Director of Communications & Fundraising**



## ACCOUNTABILITIES

### For Strategic Partnerships and WaterAid member offices

1. Proposals: 20% Develop high quality proposals for specific projects in collaboration with Country Programmes, regional and technical teams. Deliver proposals and budgets on time and in accordance with donor requirements. Set up grants correctly and secure relevant sign-off and approval.
2. Reports: 20% Deliver on time, high quality narrative and financial project reports that appeals to a diverse donor audience and meet set donor requirements.
3. Project monitoring: 20% Liaise with Country Programme teams to monitor deviations from planned activities, agreed outputs and budgets. Identify risks in project delivery and report deviations to the Grants Manager for onward escalation if necessary
4. Project expertise: 20% Be the key person with in-depth knowledge of each project, guiding and advising fundraisers in their project choice. Manage all communication and information required to track fundraising progress for your project portfolio.
5. Communications: 15% Liaise with staff in Communications to source high quality project related images, stories and other collateral to bring projects to life. Be the key liaison point between fundraising and the Country Programme to provide responses to donor queries.
6. Promotion: 5% Ensure proposals and reports are available to fundraising functions across the organisation. Actively promote a diverse portfolio of projects from a fundraising perspective, to maximise take-up of projects by fundraisers.
7. Ad hoc: Undertake any reasonable tasks requested by the Grants Manager, P&T Team Leader or Head of Strategic Partnerships.



**This is what  
happens  
when you hit  
your targets.**



## PERSON SPECIFICATION

### Essential criteria

- Degree or equivalent qualification or work experience.
- Experience of working in an international development organisation with contact with country programmes.
- Superb attention to detail with experience of project management and developing/monitoring financial budgets.
- Excellent writing skills and experience of consolidating and communicating complex project information through proposals and reports in an inspiring, clear way for a varied donor audience.
- Good working knowledge of Excel and ability to manage complex spreadsheets.
- Ability to understand donor requirements and interests, and to pre-empt common donor queries.
- Strong interpersonal skills and experience of building relationships across all areas of the organisation at different levels of seniority.
- First class organisational skills to manage systems and processes and accurately record project information.
- Strong communication skills and passion for international development, with the ability to actively promote your project portfolio across global stakeholders.
- Ability to manage a varied workload and respond to tight deadlines and changing priorities.
- Commitment to WaterAid's values and a working style that reflects these.

### Desirable criteria

- Experience of grant monitoring and developing budgets.
- Experience of developing fundraising and marketing materials for high net worth individuals and Trust audiences.
- Experience of managing projects that are co-funded by institutional donors.
- Training in communications skills including photo management and copywriting.
- Fluent French.

## WATERAID BENEFITS – AN OVERVIEW

### Annual Leave

28 days plus public holidays; 30 days after 3 years service; 31 after 5 years service  
Additional leave purchase (up to 5 days)

### Pension

Employee contributions at 3%, 4% or 5% are double-matched by WaterAid at 6%, 8% or 10%, respectively. Contributions can be made via salary sacrifice

Individual pensions advice on commencement of employment, and at annual review meetings

### Season ticket loan

After completion of probation

### Employee assistance

24/7 free helpline; includes access to confidential counselling and lifestyle advice

### Salary sacrifice schemes

Bike scheme with savings of over 30%

Childcare voucher scheme - savings of up to £1,000 per year

Medical Cashplan insurance

### Life insurance cover

Four times annual salary

### Other

Flexible/agile working

Family friendly policies

Excellent learning and development opportunities

Travel health advice, wellbeing and a 24hr emergency line

Free eye test (up to £25) and paid prescriptions (up to £70)

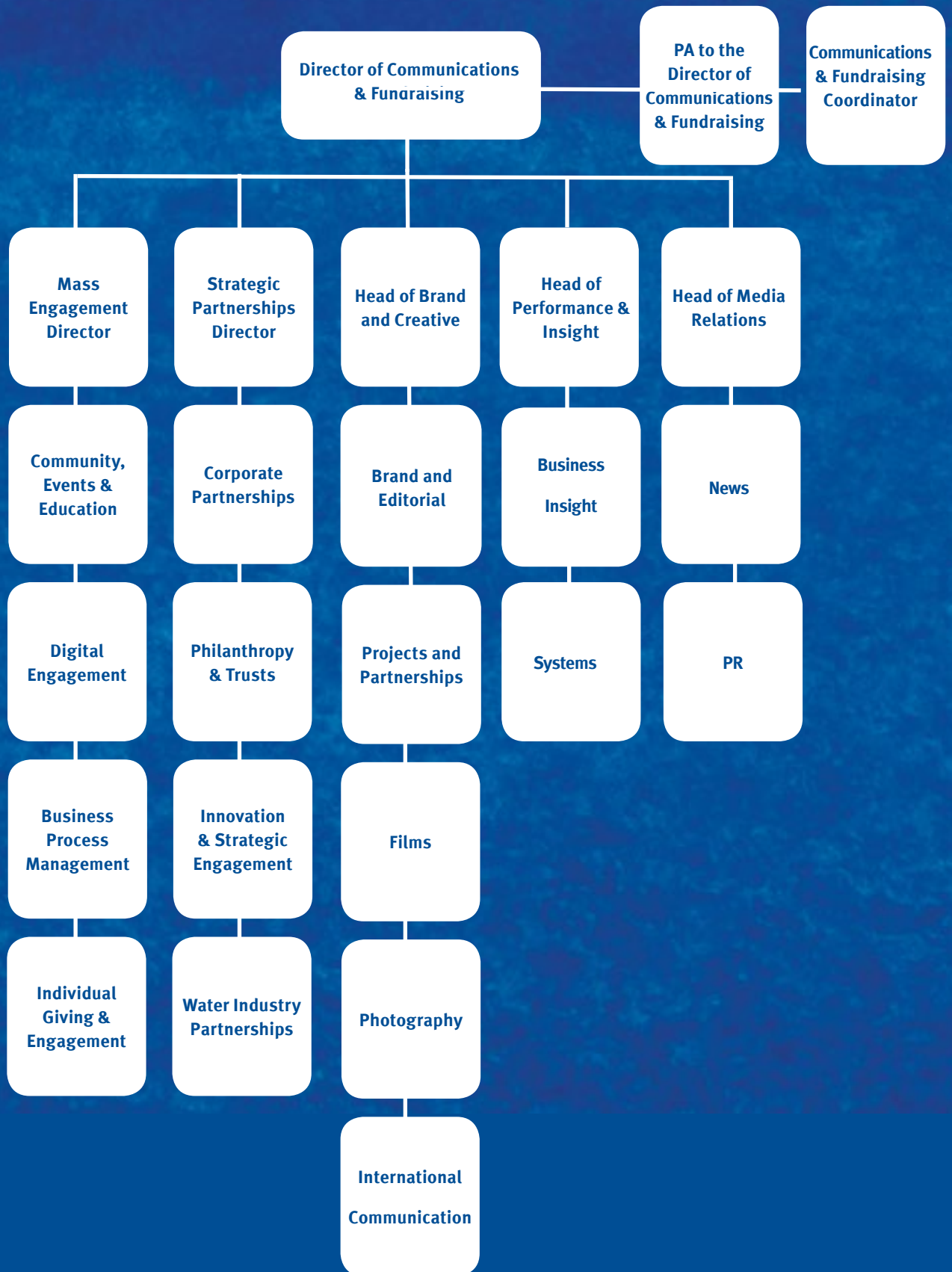
Payroll Giving scheme

50% off food in 7000 restaurants nationwide (when you buy a Tastecard)





# DIRECTORATE STRUCTURE





# FIND OUT MORE

[f/wateraid](#) [/wateraidUK](#) [YouTube/wateraid](#) [LinkedIn/company/wateraid](#)

**See our ambitious global strategy**

[wateraid.org/uk/who-we-are/our-strategy](http://wateraid.org/uk/who-we-are/our-strategy)

**Hear from our employees**

[youtube.com/watch?v=nxXvYq3kx-l](https://youtube.com/watch?v=nxXvYq3kx-l)

**Watch Grace's Story**

[youtube.com/watch?v=wF\\_HlgnWEwU](https://youtube.com/watch?v=wF_HlgnWEwU)

**View our Annual Report**

[wateraid.org/uk/who-we-are/annual-reports](http://wateraid.org/uk/who-we-are/annual-reports)



WaterAid transforms lives by improving access to clean water, decent toilets and good hygiene  
in the world's poorest communities.

WaterAid 47-49 Durham Street, London, SE11 5JD

**T:** 020 7793 4500 **F:** 020 7793 4545 **E:** [wateraid@wateraid.org](mailto:wateraid@wateraid.org)

Charity numbers 288701 (England and Wales) and SC039479 (Scotland)