



*Reconnect . Rebuild . Recover*

Amna (previously known as Refugee Trauma Initiative)

Job title: Grants Officer	
Team: Partnerships Manager	Location: London
Contract type: This is a consultancy role for up to 12 months with view to extend, and the post-holder will be responsible for paying their own taxes. Annual wage: 32-35,000 GBP	

**Background:**

Founded in 2016, Amna is committed to supporting community and frontline workers to bring non-clinical mental health support to every child and family affected by violence and displacement. Our mission is to help communities heal from violence and displacement. Our vision is a world where a caring mental health worker is within reach of anyone affected by trauma. After five years of delivering direct services for families, young children, young people and men and women in Greece, Amna is now replicating its model to train frontline workers and support local organisations in additional countries and communities.

**Safeguarding:**

The role-holder will have experience working according to ethical and good practice safeguarding principles. They will be expected to adhere to and promote Amna’s Child and Vulnerable Adult Safeguarding Policies as they will be involved in and responsible for programmes working with children and vulnerable groups in different settings.

**Role purpose:**

The Grants Officer, reporting directly to the Partnerships Manager, will work across Amna to ensure effective and efficient grantmaking processes. The Grants Officer will also serve as the system administrator for Amna’s grants management database.

**Key areas of responsibilities:**

**Grant Reporting**

- Co-ordinate the development of high-quality donor reports by seeking out and compiling relevant information, editing inputs, and drafting high quality donor reports.
- Coordinate input from team members to inform reports in order to meet deadlines.
- Maintain online shared workspaces and provide templates and guidance to facilitate report development.
- Submission of donor reports on donor online systems adhering to deadlines.
- Research information and data necessary for grant reporting in coordination with various departments as necessary.

- Work with the finance team to generate reporting required for compliance and financial statement audits.
- Support Amna's Senior Leadership Team with grants management meetings e.g. arranging donor meetings, collating presentations, research, minute taking.
- Support the team in the preparation of ad hoc internal and external grants documents and communication materials e.g. donor and Board updates, project overviews, briefings.

### **New Funding Opportunities**

- Support the Senior Leadership Team in tracking new opportunities and relationships, maintaining and extending existing relationships and proactively keep donors updated on Amna's activities as needed.
- Research new funding opportunities available through private and corporate foundations, multi and bilateral organisations, competitions, as well as local and central governmental agencies.
- Draft high-quality concept notes, and/or proposals. This may include carrying out basic desk research, drafting or securing input from various departments, reviewing and editing proposal documents.
- Maintain and develop as required Amna's systems to track all contacts with potential, new and existing grantmakers and funders.
- Collaborate with the Programmes Team, Operations Team, Communications and Partnerships teams, ED, and CEO on special projects as needed.
- Represent Amna as required externally.
- Submit project proposals on donor online systems.

### **Grant Information management**

- Ensure comprehensive grant files are maintained and up to date available for use by the Senior Leadership Team and Finance Manager by uploading them in SharePoint.
- Research relevant grants management databases and software to ensure Amna has the best systems in place appropriate for its size, ambition and activities to track all outreach, follow up and other funding activities.
- Ensure up to date information on the grants portfolio is available by updating and sharing the grants tracker and reporting calendar on a monthly basis.
- Facilitate post-award compliance by working with team members to ensure all queries are answered and information is provided in a timely manner.
- Monitor grants for legal, financial, and programme compliance including but not limited to ensuring that grant requirements are correctly documented in the grant files.

### **Re-granting management**

- Collaborate with the Operations, Partnerships, Learning and Impact and Programmes teams to develop systems to initiate, assess, monitor and document grantmaking from Amna to partners.
- Ensure comprehensive grant files/systems are maintained, are up to date and are available for use by the Senior Leadership Team and Finance Manager by uploading them in SharePoint or other system in use by Amna.

- Problem-solve complex grant scenarios; consult/liaise with finance, partnerships and/or operations.
- Create a grant administration manual.

### **Qualifications and Experience:**

- A minimum of three years' experience in supporting grant management, report and proposal writing in international humanitarian or development programmes.
- Commitment to Amna's mission and values.
- Fluency in English, with excellent written and oral communication skills.
- Demonstrable experience of reviewing and editing written communications and documents.
- Organised, attention to detail and ability to manage a significant workload.
- Ability to work under pressure, with minimum supervision.
- Excellent computer skills (Word, Excel, PowerPoint, Teams, Outlook, etc.).
- Excellent presentation skills.

### **Benefits:**

- Amna offers Psychological Support Fund for its employees and are eligible to apply after the end of the probation period.
- Amna offers reflective supervision to all employees.

### **How to Apply:**

Please submit your CV and motivation letter to [dea@amna.org](mailto:dea@amna.org) by 19 September 2022.

For more information on Amna's work please visit our website: [www.amna.org](http://www.amna.org).

Only Shortlisted candidates will be contacted.