Job description: Grants and Development Manager

Job title: Grants and Development Manager
Location: London, UK (remote option may be considered in limited circumstances)
Duration: Permanent, full time
Start date: As soon as possible

We are a small, dedicated team that is passionate about what it is doing and works hard to ensure our organisation punches above its weight. We are looking for an enthusiastic, positive, and hard-working Grants and Development Manager. Working across all programmes, you will be at the heart of making LFJL work – overseeing grants received and made by us.

Overview:
Lawyers for Justice in Libya (LFJL) is a Libyan and international independent non-governmental organisation, committed to achieving justice and respect for human rights in Libya. Our vision is of a Libya which embodies the values and principles of human rights and the rule of law and is a society committed to justice. We seek justice in Libya through advocacy and outreach, accountability, transitional justice initiatives and capacity building, all underpinned by our own independent research.

We are looking for a detail-oriented person to fulfil this role. Working together with the Finance Director, Operations and Senior Management Team, the Grants and Development Manager is responsible for providing leadership in the planning, coordination and implementation of grant preparation processes; managing the sub-granting processes; drafting and monitoring grant budgets; managing grant contracts/agreements; tracking results, analysing financial data and delivery of activities for each grant; and ensuring prompt reporting and compliance with grant conditions.

Responsibilities:
The Grants and Development Manager is responsible for ensuring prudent and efficient management of all grants and subgrants. The scope of work will include, but will not be limited to the following:

Grants development

- Establish and ensure compliance with strong financial and administrative procedures, in collaboration with the Finance Director. Actively monitor adherence to grant agreements, LFJL policies and procedures and relevant external statutory rules and regulations. Support the Finance Team in the preparation of financial reports and ensure that they are delivered to funders and other stakeholders in a timely manner.
- Support financial oversight for the administration of grant funds. Conduct routine monitoring; coordinate preparation of grant budgets, budget amendments, and related documents; assist in accounting for expenditures of grant funds; obtain from each grant contact person monthly/quarterly reports reflecting expenditures and reimbursement requests for the preceding period; ensure completion and
submission of required financial and narrative reports in accordance with grant/contract guidelines.

- Set up clear compliance and related performance indicators, tracking mechanisms, and quality standards to ensure that donor expectations are met or exceeded, in close collaboration with project management teams.
- Support grant audit processes and utilise audit results to identify and correct issues involving the accounting and reporting of grants.
- Develop, update, and implement policies and procedures related to grant administration and grant management.

**Strategic partnership and networking**

- Actively build and manage strategic partnerships with current and future donors, partners, sub-grantees and related stakeholders.
- In line with LFJL’s risk management framework, carry out due diligence on potential donors and sub-grantees to mitigate associated risks, and where necessary, advise management accordingly.

**Grants records management**

- Take custody of grant agreements and contracts and ensure that information is adequately disseminated to relevant staff.
- Track commitments made in grant agreements and contracts, and ensure compliance with all conditions by all parties involved including LFJL and its partners and collaborators, with special emphasis on reporting commitments.
- Build and maintain an up-to-date grant related digital and manual data/information system. Ensure proper filing and safe custody of information relating to each donor for ease of retrieval as and when required.

**Development of grants management capacity**

- Provide technical assistance to peers and other project staff and partners regarding grants. Work closely with the Finance Team and other project management teams to ensure efficient management of all grants. Identify skill gaps and work with senior and middle management teams to economically address these.
- Continuously research and source for capacity building opportunities for LFJL’s staff and partners to improve grants management skills.

**Reporting**

- Ensure LFJL’s accurate and timely compliance with grants and sub-grant reporting requirements.

**Desired qualifications and skills:**

**Education**

- A degree level of education in Business Administration or a related discipline or minimum 3 years' experience.
• Post graduate diploma in any one of the following disciplines: Law, Resource Mobilisation, Project Planning and Management, Monitoring and Evaluation, Governance or Human Rights will be an added advantage.

Experience
• Must have proven experience in applying for, managing, and accounting for grants of at least £100,000.
• Must have a strong understanding of financial management, auditing and project management processes.

Skills and knowledge
• Excellent written and oral communication in English is required; written and spoken Arabic a distinct advantage.
• Excellent communication and interpersonal skills to work in a multi-disciplinary team setup.
• Focus on providing high levels of customer service to internal and external stakeholders in a positive manner.
• Excellent attention to detail.
• Ability to multi-task effectively, including having excellent planning and organisational skills and the ability to work under pressure.
• Interest in human rights.
• Positive, enthusiastic attitude.

Remuneration:
£35,000 – £40,000 p.a. based on experience.

How to apply:
Please send your CV and a cover letter specifying your interest in this position and LFJL to jobs@libyanjustice.org by deadline specified on the website. Please also include the names and contact details of two referees who can speak to your experience in a similar role.

You are encouraged to apply early as we will review applications and conduct first round interviews on a rolling basis.

Due to the high number of applications, we will only get back to the applicants shortlisted for an interview. Please do not call to follow up on your application.

Eligibility Requirement: If you are applying to work in our London office, you will need to have a right to work in the UK before the commencement of the role and may be asked for the relevant documents when you are invited to interview or when a formal offer is made.