



## Position title: Development and Grants Manager

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**Location:** Bristol, UK

*(Or Denpasar, Indonesia; Antananarivo, Madagascar; or London, UK)*

**Closing date for applications:** 14th August 2020

**Start date:** As soon as possible

**Contract duration:** Permanent

**Remuneration:** Competitive salary based on experience and location

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## We rebuild tropical fisheries with coastal communities

Blue Ventures develops locally led approaches to marine management that benefit people and nature alike. By listening and responding to basic needs, we design our models to catalyse and sustain marine conservation, unlocking the potential of coastal communities to manage their resources. We work in places where the ocean is vital to local cultures and economies, and are committed to advancing the rights of small-scale fishers throughout the coastal tropics.

## Summary job description

We are seeking a Development and Grants Manager to support the management of our grant applications and to report on funding agreements. This is an exciting opportunity to join an ambitious and growing team in a key function, with opportunities for travel, professional development and learning from across our global programmes.

We are looking for a highly experienced individual to manage grant applications and produce high quality financial and narrative reports. The role will report to the Head of Development based in Bristol, UK, and work closely with our field-based conservation programmes teams.

The successful candidate will have excellent written and verbal communication skills, with a proven experience of developing and maintaining systems to keep track of grant applications and reports, as well as ensuring accountability to and compliance with donor and audit requirements.

Experience in the environmental conservation and international development sectors would be beneficial. Fluency in English is required, and French language skills are highly desirable.

The successful candidate will be a motivated, proactive and highly organised individual, with the ability to assimilate and interpret large volumes of information into clear and compelling concept notes, applications and reports.

We are looking for an individual who embraces innovation, and thrives in environments that are dynamic, fast-paced, collegiate and ambitious. Applicants should be able to demonstrate experience of working independently to tight deadlines. The role will also involve travel to remote locations and field sites in low income countries, and applicants should show an aptitude and proven track record for developing innovative solutions to complex problems. The work with partner organisations will also need a culturally sensitive approach.

Blue Ventures is a fast-growing and mission-driven organisation, offering excellent opportunities for further professional development.

Assessment of applications will include candidates' alignment with Blue Ventures' core values and mission to support human rights-based approaches to marine conservation and fisheries management.

## Responsibilities

### Proposal development

- Write and edit high quality narrative content to describe Blue Ventures' projects, priorities and impact powerfully and succinctly
- Maintain close interaction with colleagues and partners to translate programme priorities and learning into clear concept notes, funding proposals and reports that communicate Blue Ventures' work in a compelling way to new and existing funders
- Lead and coordinate the preparation, development, internal review and submission of project proposals, logframes, timelines and detailed budgets as required

### Donor engagement and relationship management

- Manage and maintain good donor communications for new and existing grants through effective grant management and donor stewardship, including coordinating responses on contracts and ensuring contractual compliance
- Attend meetings or calls with donors as and when required

### Grant management

- Manage the reporting process for funding agreements – including report writing and working with the project and finance teams to produce timely and accurate narrative and financial reports

- Ensure systems, processes and workflows for grant management and compliance are in place
- Ensure all grant documentation is stored and updated in relevant systems
- Support coordination of grant set-up and closure, working with teams in the UK and globally to ensure clear assignment and understanding of responsibilities in relation to compliance, management and deadlines
- Work with the finance team on regular progress and expenditure reviews
- Work with country and finance teams to ensure effective procedures are in place for grant management and compliance, such as for cost recovery, procurement and grant financial oversight
- Share ideas, information and learning to contribute to grant management processes and protocols, and to support broader learning from Blue Ventures' work with partners and donors

## Skills and experience

### Required

- Proven experience of applying for and managing funding from trusts, foundations and institutional donors
- Proven experience of project and budget management such as project planning, grant management, compiling and monitoring budgets, narrative and financial reporting, preferably in an INGO setting
- Experience of effective and values-based partnership work between international and local organisations and communities
- Fluency in English (written and spoken)
- Excellent writing skills, including application and report writing
- High level interpersonal and communication skills, including experience of communicating effectively across cultures and with diverse audiences, both verbally and in writing

### Desired

- Experience of being involved in an auditing process
- Experience developing logical frameworks and theories of change
- Experience in environmental conservation
- French language skills (spoken and written)

**Blue Ventures is committed to safeguarding and promoting the welfare of young and vulnerable people and expects all members of staff to share this commitment. We take a zero-tolerance approach to anyone who contravenes our policy. All candidates will be asked questions on safeguarding and child protection.**

**We are committed to ensuring diversity and gender equality within our organisation and encourage applicants from diverse backgrounds to apply.**

## Application process

Applicants should apply online via Blue Ventures [website](#), by 14th August 2020.

Applications will be reviewed on a rolling basis and first-round interviews may be conducted with short-listed candidates before the application deadline.

All shortlisted candidates will be contacted within two weeks of the closing date.

The assessment process for shortlisted candidates will include timed written tests and exercises.

## Why work with us:

**Mission:** We operate at the frontline of some of the world's most pressing environmental and social problems, innovating effective and scalable responses with tropical coastal communities. We are recognised as a transformative force in our sector.

**Working style:** We're a fast-moving social enterprise, quick to embrace and implement promising ideas without bureaucracy.

**Autonomy:** We expect and support our staff to take a lead in their own work, offering scope for creativity and strategic input.

**Professional development:** We challenge and support our staff to grow their skills, providing exposure to different work experiences and training opportunities.

**Adventure:** We offer extensive opportunities for travel, working in diverse environmental and cultural contexts.

**Family:** We look out for one another as we work closely together in challenging situations, celebrating successes and spurring each other on when the going gets tough.

**Values:** Our organisational values are central to everything we do.



### Communities first

Above all, we listen to community needs, responding in a sensitive and pragmatic way for long lasting benefits.



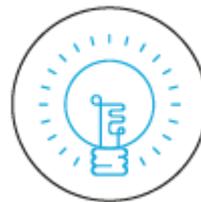
### Passion & belief

Our mission is urgent and critical, we believe that our models work, and we are determined to get the job done.



### Valued people & effective teams

We work in diverse and inclusive teams where all members have a voice and influence. We are effective because our work is integrated across teams and projects.



### Innovation & courage

We are resourceful and creative. We are prepared to take risks and challenge broken paradigms.



### Openness & humility

We are an open source social enterprise. We work in a transparent and collaborative way to pass on what we learn to others who share our vision and passion.



### Grounded in evidence

We have high standards and are not afraid to be self critical. If we see something that doesn't work, we change tack until we're on the right course.