



Role Description

Role Title:	Grants and Impact Manager
Reporting to:	Development Manager
Role Purpose:	To secure and manage funding from Foundations and Trusts. To provide support for capacity building and lead impact assessment and reporting on our partner organisation's projects in Ndhiwa.
Hours:	21 hours per week to be worked across 3-5 days
Contract:	Initial 6 month fixed term contract, with the possibility of a permanent post
Base:	Home-based (you will need access to a computer). Travel to occasional meetings in London or Newcastle is required, with possible overseas travel to Kenya.
Salary Range:	£28,000-£31,000 (pro-rata, based on experience)

Team Kenya Overview

Team Kenya is a small, highly effective and ambitious CIO (Charitable Incorporated Organisation) founded in 2008 to support development in the Ndhiwa community in Western Kenya. Team Kenya works in partnership with a Kenyan NGO, Twende Pamoja, to educate girls, empower women and transform communities in this rural area through sustainable, evidence-based programming that puts individuals at the centre of solutions. You can read more about our work on our website www.teamkenya.co.uk.

2018-19 was a period of rapid growth and change for the charity. Following long-held ambitions to develop the way we function and extensive consultations with our implementation partner in Kenya, we have decided to work rapidly and deliberately towards a transfer of leadership, decision-making, autonomy and ultimately income generation to Twende Pamoja in 2020 and beyond. Our long-term goal is to work with Twende Pamoja to build capacity and independence and to ensure local ownership and leadership of sustainable strategies so as to dismantle the structures that perpetuate poverty, including inequality, marginalisation, and injustice. We know the people who can best "solve" deeply-rooted social, political, and economic problems are the people whose lives are most affected by them.

Purpose

Building on a successful track record of securing grant funding we are looking for an experienced Grants and Impact Manager to:

- Secure funding c£250k per year from Trusts, Foundations and Institutional Funders.
- Manage our current portfolio of grants (including DfID SCCF).
- Develop partnerships for the purposes of sharing good practice and submitting funding applications.
- Evaluate and articulate the impact of our work.

The post holder will work in collaboration with our partner organisation in Kenya to build capacity in relation to Project Management including; programme design, implementation, monitoring and evaluation to maximise impact and improve the collection of accurate and relevant data/research to support learning, programme design and funder reporting.

You will be part of a very small team of just one other part-time staff member in the UK and must be happy working autonomously, recruiting skilled volunteers to support your work where required and taking full responsibility for grants fundraising. You will problem solve responsively and proactively, pursuing effective and efficient solutions to ensure the charity's future sustainability and continued impact.

Responsibilities

1. Grant Fundraising

- a. Managing and maintaining the application cycle, regularly identifying new sources of income.
- b. Set up systems and processes for tracking applications and active grants.
- c. Writing high quality, compelling applications and concept notes throughout the year to secure a minimum of c£250k per year for our programmes and UK costs.
- d. Building and maintaining relationships with funders.
- e. Manage existing portfolio of funders, ensuring compliance requirements are met and writing thoughtful narrative and financial reports in line with funder expectations and deadlines.
- f. Carrying out research and developing collaboration with Twende Pamoja to share good practice and provide support for grant fundraising, research and impact management.
- g. Working in collaboration with Twende Pamoja, develop detailed programme plans, budgets and log frames to support grant fundraising and impact management.

2. Impact Management

- a. Manage impact assessment, measuring, recording, analysis and reporting.
- b. Coordinate the collection, recording, analysis and reporting of research and impact data across both Team Kenya and Twende Pamoja.
- c. Develop a new MEL framework and toolkits with clear reporting requirements and systems and provide necessary support and training for the staff in Kenya to implement them.

3. Support and Liaison

- a. Support the process of capacity building in Twende Pamoja, identifying needs and developing training materials.
- b. Support Twende Pamoja in their own research and grant applications.
- c. Liaise with the Partnership Manager (Trustee) and Twende Pamoja, providing reports to the Team Kenya Trustees when required.
- d. Network with potential partners, funders and other stakeholders.

4. Organisational Support

- a. Provide ad hoc support for the day to day activities of running Team Kenya when required, including support for fundraising appeals and general admin functions if necessary.

Experience

E	Demonstrable experience of successful grants fundraising and management
E	Familiarity with the International NGO sector
E	Experience of programme and impact management (including project planning and budgeting)
E	Experience of developing and implementing MEL frameworks
D	Experience of institutional fundraising from funders such as DfID
D	Experience of growing and diversifying income streams
D	Experience of working in international development
D	Experience of measuring, monitoring and evaluating social impact, both quantitative and qualitative
D	Experience of working remotely
D	Experience of working in the small charity sector

Skills

E	Strong project and impact management skills including budgeting
E	Excellent written and verbal communication skills and listening skills across distance and culture
E	Ability to understand, collate and interpret monitoring and evaluation data
E	Solutions orientated and able to think creatively to solve problems
E	Excellent future planning skills, able to self-organise
E	Able to deliver on objectives in agreed timescales to a high standard

Qualities

E	Highly organised
E	Team player – can grow and maintain relationships with a variety of stakeholders, can support colleagues to achieve the aims of the charity
E	Self-starter – can work on own initiative and manage own workload
E	Can work under pressure to competing deadlines
E	Good communicator, you can clearly and concisely express yourself

E	You're solutions orientated and able to think creatively to solve problems
D	Passionate about international development and creating an equal world

Qualifications

D	Degree level education
D	Masters level qualification in international development or a related field or equivalent experience

To Apply

Please send your CV and a cover letter (maximum 2 pages) clearly detailing;

1. Your experience relevant to this role
2. How you meet the aspects of the person specification
3. Why you want to join Team Kenya

To Kirsty Erridge, Development Manager at kirsty@team-kenya.co.uk

Closing Date: Tuesday 16th June 2020 (to be reviewed on Wednesday 17th)

Should you wish to discuss this role, or if you have any questions, please email kirsty@team-kenya.co.uk.

Thank you for your interest in joining Team Kenya!