

ActionAid UK

Job Description: Proposals and Grants Officer

About ActionAid UK

ActionAid UK is a member of the ActionAid Federation, an international charity that works with women and girls living in poverty. As part of the ActionAid Federation, we work with women and girls, our partners, and dedicated staff in 43 countries to end violence and fight poverty so that all women, everywhere, can create the future they want.

We are ending violence and fighting poverty so that all women, everywhere, can create the future they want. [Learn about our vision, our mission, our approach](#), and [our impact](#).

What makes ActionAid UK different?

Working for ActionAid is different to working with other charities. For a start, we've been around since 1973, so we're one of the longest established and best respected charities in the UK. Many of our staff and partners around the world live in the communities in the 45 countries where we work across Africa, Asia and America.

Our approach is all about empowering people to claim their rights. And so, our working relationships in the UK and across the world are based on mutual trust, respect and democracy.

As part of our commitment to women's and girls' rights, we recognise, embody and champion feminist principles not only in our work or what we do but also in the way we work and how we do things. Find out more about [how we practise feminism at work](#).

If you like the sound of that, we can't wait to welcome you on board.

[You can find out more about our mission and what we do in the UK](#)



Job Details:

Operational / External Title:	
Role Title (Internal HR use only): Proposals and Grants Officer	Date of Role Reviewed: Dec 2024
Department & Team: Strategic Funding & Insight , Philanthropy & Partnerships, Funding Department	Tenure: Part time -Permanent
Band & Range: Band B	Location: London - Hybrid
Reports to: Senior Strategic Funding Specialist	
DBS check required: Yes [DBS Roles]	
Role requires travel to country programmes: No	
Direct Reports: 0	
Indirect Reports: 0	
Dotted line reports: 0	
Budget Holder No	
Does This role require Travel: Occasional UK	
<p>Internal Key Contacts: Data Protection, Philanthropy & Partnerships team, working closely with Specialists and Senior Specialists in the Strategic Funding Team and Account Managers across the Philanthropy, Trusts and New Markets, and Private Sector Partnerships and Engagement teams; Fundraising and Programmes colleagues in implementing countries across the ActionAid Federation.</p> <p>External Key Contacts:</p>	

Purpose Of the Role:

The Purpose of this role will be To work across the Philanthropy and Partnerships (P&P) team, and closely with Specialists and Senior Specialists in the Strategic Funding (SF) team, to help secure income and retain donors through producing compelling donor communications, delivering effective grant management, and sharing up to date information from across the ActionAid Federation.

Areas of Activity	Key Accountabilities and Deliverables
<p>Team Working</p>	<ul style="list-style-type: none"> Engage with and demonstrate commitment to AAUK’s mission, vision, values and strategic aims, and ‘My Feminist Behaviours’ (including adherence to our Code of Conduct). To undertake any other duties appropriate to the level in accordance to agreed procedures and guidelines. Proactively engage with the performance development approach, taking responsibility for seeking appropriate development opportunities and taking part in learning.
<p>Produce compelling donor communications for philanthropic individuals, charitable trusts and private sector donors</p>	<ul style="list-style-type: none"> Produce creative and inspiring donor communications and information pieces for high value donors and prospects, focusing on ActionAid’s funding priorities and most strategic work including unrestricted and co-financing Produce concept notes, reports and ad-hoc materials for strategic funding and institutional projects in need of ‘co-financing’ from high value donors Develop strong and productive working relationships with staff across a range of ActionAid Federation members and with specialists in AAUK and across the federation, to assist in developing coherent and compelling donor communications Source and write up compelling case studies and human-interest stories to be used in donor communications, including propositional pieces, information pieces, proposals and reports Ensure all communications are produced in line with ActionAid’s brand and key messages, and that content is aligned with AAUK’s strategy and safeguarding policies and procedures, as well as our commitment to anti-racist storytelling
Areas of Activity	Key Accountabilities and Deliverables
<p>Deliver grant management and</p>	<ul style="list-style-type: none"> Manage a small personal portfolio of restricted grants and deliver effective grant management throughout project cycles

<p>report writing for a select number of grants</p>	<ul style="list-style-type: none"> • Establish grant management and reporting schedules for new grants, applying appropriate programme quality assurance processes and tools to ensure P&P’s grants are set up and managed to the highest standards • Carry out remote monitoring of these grants by building relationships with key programme staff in implementing countries or staff in AAUK, if appropriate • Fulfil reporting commitments of these grants – producing both inspiring narrative and accurate financial reports on time and to a high standard • Transfer consultant-written donor reports into InDesign/Sway software • Draft internal MOUs and relevant annexes/addenda to support grant management of other grants within the strategic funding team as needed
<p>Areas of Activity</p>	<p>Key Accountabilities and Deliverables</p>
<p>Maintain a knowledge base of programme and fundraising information</p>	<ul style="list-style-type: none"> • Coordinate information for creation and circulation of a monthly team newsletter highlighting news and developments from across the ActionAid Federation • Monitor social media and internal communication channels, including Federation Member newsletters and reports for content that will be beneficial for the wider P&P team and their donors • Support information and knowledge management for the P&P team, including file management • Support use of ActionAid’s Contract Management System through updating current grants and funding priorities

EXPERIENCE, KNOWLEDGE & EXPERTISE

Essential Criteria:

- Commitment to AA’s vision, [mission](#) and values, including a commitment to [feminist principles](#), safeguarding, and working in an organisation committed to working for the rights of women and girls.
- Commitment to AA’s values of Equality, Diversity & Inclusion and upholding the values of becoming an anti-racist decolonised INGO.
- ActionAid UK is committed to preventing any form of sexual harassment, exploitation, and abuse (including child abuse and adult at-risk abuse) and

responding robustly when these harms take place. We expect all ActionAid UK Staff and ActionAid UK Associated Personnel to share this commitment.

- Commitment to continually improving your digital skills and knowledge within the working environment.
- A proven track record in producing high quality, compelling written materials and displaying a high level of accuracy and attention to detail
- Ability to translate technical programme information into compelling donor communications for different audiences
- Previous experience of working in a fast-paced environment and of managing and prioritising a varied workload to meet agreed deadlines
- Previous experience of working in a cooperative and flexible way as part of a busy team
- Ability to review existing team systems and processes and innovate to improve team efficiency
- Proven ability to prioritise and manage a varied workload, taking initiative and meeting deadlines
- Excellent verbal and written communication skills – ability to produce compelling written communications for a varied audience
- Ability to present structured and cohesive arguments both written and verbally
- Strong interpersonal and relationship building skills – ability to communicate well across a range of people both in the UK and internationally
- Willingness to provide administration support with strong organisational skills
- Confident IT skills to enable the production of visually appealing and professional Word, PowerPoint and Excel documents

Desirable Criteria:

- Experience of living and working in the “Global South”, especially regions where we are funding programmes & projects
- Experience of working for an INGO

- Experience of writing proposals, information pieces, reports or communications materials for major donors, trusts and foundations or corporate donors
- Experience of working with project budgets and presenting financial information in an understandable and compelling way
- Experience of using InDesign software
- A good understanding of international development programmes, including terminology and language

Interview Information:

- Use the [STAR method](#) to plan your answers to interview questions and to show your skills and experience on a CV or within the application form.
- Review our [Feminist Principles](#) before your interview.
- AAUK are a Disability Committed organisation, there will be opportunities to request reasonable adjustments to the recruitment process.
- AAUK share interview questions **30 minutes** in advance to interviews, if your being interviewed remotely these will be emailed. If you are offered an in-person face to face interview, please **arrive 30 minutes in advance** to receive the interview questions.