

JOB DESCRIPTION – PROGRAMME GRANTS COORDINATOR / MANAGER

Role	Programme Grants Coordinator / Manager (<i>dependent on experience</i>)		
Reports to	Project & Development Manager	Direct reports	None
Budgetary responsibility	tbc	Resource responsibility	tbc
Safeguarding responsibility	Apply policy as required to projects	Key relationships	Head of Project Operations; Grants team; Europe and Five Eyes programme teams
Contract	Full Time, 12 month fixed-term contract	Location	Berlin
Salary	TvOD 13.2 (Coordinator) TvOD 13.3 (Manager)	Level	Dependent on experience

About ISD

ISD is a global counter-extremism organisation dedicated to powering solutions to hate and extremism. ISD has established itself as one of the leading global authorities on extremism and security. Combining research and analysis with government advisory work and programme delivery, ISD has been at the forefront of forging real-world, evidence-based responses to the challenges of integration, extremism and terrorism.

As a global non-profit organisation with teams in London, Beirut, Nairobi and Washington D.C., ISD enjoys strategic partnerships with the world's leading technology companies and supports more than a dozen prominent governments and institutions in stemming the rise of violent extremism and hate speech.

Role Purpose

The Programme Grants Coordinator / Manager is a critical role for supporting the scale up and delivery of ISD's ambitious programming and grants in Germany.

Based within ISD's Germany's team, the post holder will work closely with ISD's Operations team as well as the German research and programme teams, and the wider Europe and Five Eyes team to ensure the efficient operational delivery of a growing portfolio of projects.

The post holder will play a critical role through all stages of project design, development, delivery and reporting to ensure the highest quality and standards of output and operational efficiency. Managed by the Project & Development Manager and working closely with the Operations team, this role acts as a bridge between ISD Germany and the global Operations team at ISD. The post holder will be comfortable with rolling up their sleeves, taking initiative and driving work forwards in a dynamic start-up environment.

Responsibilities

1. Project management and operational support:

- Provide oversight and guidance to Germany team on operational aspects of project delivery, including project management, financial and resource planning, and donor compliance
- Work closely with staff, consultants and both local and international partners to deliver ground-breaking projects to a high standard and to deadline and budget
- Work closely with the Operations team to monitor and manage project delivery, including financial management, to report to funders on outcomes and impact
- Maintain oversight of human resource capacity in the team and contribute to planning and decision making around resourcing decisions
- Work with other ISD teams to maximise opportunities for projects to collaborate
- Act as an organisational resource to troubleshoot project-level operational issues

2. Grant management and donor compliance

- Serve as the grant management lead for a portfolio of projects in Germany
- Provide oversight on all donor reporting in the region and ensure ISD remains compliant with donor regulations
- Lead team's understanding and adherence to German Federal government grant contracts and regulations
- Contribute to the development of more efficient and more effective operational policies, systems and processes as required for effectively delivering projects in a fast-moving, collaborative environment
- Ensure projects teams receive the required training and support to competently manage grants and meet key organisational processes around contracting, security, procurement and finance

3. Financial management

- Lead on financial administration such as budget tracking, reporting and invoice monitoring for all ISD Germany projects
- Support and coordinate the preparation of any donor audits with the programme and operations teams
- Prepare and monitor project budget-to-actuals on a monthly basis, anticipating any issues and raising them with project managers and the Head of Project Operations as needed
- Support project teams with financial elements of project delivery, such as invoicing, management of partner budgets and tracking expenses
- Support budget preparation of new proposals and development opportunities

4. Project development and donor engagement

- Support the development of new projects and proposals focused on extremism, hate and disinformation
- Coordinate with team members across the region to develop and maintain strong relationships with donors and stakeholders
- Contribute to strategic development of programming in Germany.

Impact (the change this role needs to deliver)

- Consistently high quality, timely management and reporting on all ISD's grants
- Successful implementation of portfolio of projects in Germany
- Consistent adherence to German Federal government grant regulations

Outcomes (the way success will be measured)

- Consistently high quality, timely reporting on relevant programmes and projects
- Consistent contribution to ISD project management and improvement of systems
- Effective interfacing between the Operations Team and programme teams
- Contribution to successful fundraising proposal and bids
- Positive 360 feedback from programme staff regarding support provided.

PERSON SPECIFICATION

Expectations

We expect all staff, consultants and volunteers to:

- Commit to ISD’s vision, mission and Guiding Principles
- Foster diversity, inclusivity and equality of opportunity at ISD
- Demonstrate respect for others and safeguard those who are vulnerable
- Carry out their duties in accordance with ISD’s policies and procedures
- Adhere to risk management and security instructions at all times

Competencies

These reflect ISD’s Guiding Principles which we expect all members of the team to embody, regardless of seniority and role. How these competencies are assessed is outlined in ISD’s Performance Review Process.

Guiding Principles	Competencies
Integrity	<ul style="list-style-type: none"> • Personal integrity • Focus on quality
Collaboration	<ul style="list-style-type: none"> • Respect for others • Commitment to the team
Agility	<ul style="list-style-type: none"> • Efficiency and effectiveness • Growth mindset
Courage	<ul style="list-style-type: none"> • Strategic thinking • Passion for driving change

Specific Requirements

These are a priority for this specific role, and form part of our assessment during recruitment, probation and ongoing performance management. They are also a framework for focusing continuing professional and personal development.

	Essential	Desirable
Knowledge, training and qualifications	<ul style="list-style-type: none"> • Strong understanding of German Federal government grant regulations, and experience in applying these in a project or grant management context 	<ul style="list-style-type: none"> • Strong understanding of ISD’s issue areas gained through work in a related organisation, such as a similar charity, or degree in ISD related issue

	<ul style="list-style-type: none"> • Strong understanding of project management principles and approaches • Good working knowledge of key project financial management principles 	<p>areas (e.g: extremism, polarisation, disinformation)</p>
Experience	<ul style="list-style-type: none"> • Proven track record of working with different kinds of institutional funders (e.g. trusts, foundations, governments) • Substantial relevant experience of project management and grants management in a German context • Experience in development or fundraising, including bid-writing, grant writing, business development and/or donor relations • Good understanding and application of risk management principles in relation to project management 	<ul style="list-style-type: none"> • Experience of grant management with government, foundations and corporate donors • Relevant experience in related organisation, such as a similar charity, NGO, governmental department or think tank • Experience line managing others • Experience of working in a fast-paced or start-up environment
Skills	<ul style="list-style-type: none"> • Fluent English and German, with very strong written and spoken communications skills • First-class organisational and project management skills • Time management skills and the ability to prioritise workload • Budget development, monitoring and oversight skills • Ability to problem solve and multi-task • Ability to work on projects independently • Ability to take initiative • Broader operations skills (e.g. organising events; preparing contracts; managing contacts; using communications software) • Proficient in use of Excel and other Microsoft packages 	