

JOB DESCRIPTION – EU GRANTS MANAGER

Role	EU Grants Manager		
Reports to	Senior Operations Manager, ISD Germany	Direct reports	None
Budgetary responsibility	5.000.000 €	Resource responsibility	None
Safeguarding	Support manager with safeguarding of staff across the office	Key relationships	ISD Germany and ISD UK Finance team; Programmatic Project Team; EU donor
Contract	Part-time, 20 hours per week	Location	Berlin
Salary	Up to TVöD E13	Level	Manager

***** This role is subject to funding*****

About ISD

The [Institute for Strategic Dialogue \(ISD Global\)](#) is an independent and innovative think & do tank developing operational responses to the growing global challenges of extremism and polarisation. Its headquarters are in London. Globally, ISD works on around 40 projects in Europe, North America, Australia, Asia and Africa. In addition to the United Kingdom, ISD is also registered as a non-profit in the USA, France, Jordan and Germany. In total, more than 100 permanent staff work for the organisation. The German team currently consists of about 20 people. The office of the [Institute for Strategic Dialogue gGmbH \(ISD Germany\)](#) is located in Berlin. The work of ISD is based on three pillars: Analysis, Advisory & Action. By combining outstanding digital analysis, advising governments and administrations on solutions, and carrying out application-oriented projects, ISD is a leader in developing realistic, evidence-based responses to hybrid and analogue threats to democracy.

About SCN

Launched at the UN General Assembly in 2015, the [Strong Cities Network \(SCN\)](#) is an independent global network of 150+ cities and other local governments dedicated to addressing all forms of violent extremism, hate and polarisation, while promoting a human rights-based prevention framework in which local knowledge and practice informs national, regional and international approaches. The SCN is managed by the Institute for Strategic Dialogue (ISD).

Role Purpose

The STRIVE Cities programme supports the launch of two Strong Cities Network (SCN) Regional Hubs; East and Southern Africa, and the MENA region, as well as the delivery of tailored SCN modules and activities in and beyond those regions.

The STRIVE project will allow the SCN to work on a more consistent basis with more cities on its prevention agenda. The SCN Regional Hubs will work with local governments across the two regions to identify their relevant needs and priorities and provide them with the support, resources and access needed to become leaders in prevention, ensuring their voices and perspectives inform relevant national, regional and global policy and programming conversations.

The EU Grants Manager will be responsible for managing all financial and contractual aspects of the overall project, they will work closely with project managers and staff leading the Strive Cities Programme throughout all stages of the grant management process as well as holding strong communication links with EU donors and essential project partners. The post holder will oversee grant management activities from end to end and ensure compliance with all terms and conditions applied to the programme. They will be a responsible, detail-oriented and flexible team player and play a key role in providing technical expertise relating to compliance, budget management and project and financial reporting.

Responsibilities

1. Grant Management

- Responsibility for grant management across the Strive Cities programme
- Advising on and ensuring donor and partner compliance
- Managing donor and partner relationships including contracts and MOU's
- Contributing to the development of ISD's grant management systems and processes

2. Compliance training

- Creating guidelines and training material, applying these to delivery of training of internal and external project partners.
- Ensuring compliance with all relevant guidelines and contract contents.
- Responsibility for the overall budget of the project and the compliance with the sub-budget of internal and external partners by ensuring a smooth plan-actual process.
- Creating amendments where changes are necessary.

3. Project reporting and Budget control

- Responsibility for timely preparation of financial reports to European money lenders, with the support of the finance team and ensuring timely submission of reports to internal and external partners.
- Creating project-related ad-hoc analysis for project leaders and the management.
- Checking all project-related recorded business transactions for their eligibility for funding.
- Leading on financial administration such as budget tracking, reporting and invoice monitoring
- Supporting and coordinating the preparation of any donor audits with the programme and operations teams
- Preparing and monitoring project budget to actuals on a monthly basis, anticipating any issues and raising them with the Senior Operations Manager and Project Lead as needed
- Supporting project teams with financial elements of project delivery, such as per diems and partner invoices

4. Stakeholder communication

- Building and maintaining high levels of communication between European donors and internal and external project partners with regard to all administrative questions concerning the project.

5. Procurement and Development of processes and tools

- Supporting internal and external partners in EU-compliant purchasing along with associated procurement guidelines.
- Proactively working on the continuous improvement and scaling of project-related finance processes.

PERSON SPECIFICATION TEMPLATE

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

We endeavour to recruit a range of candidates into ISD, to strengthen our team and contribute to our inclusive organizational culture. We welcome all applications - regardless of gender, nationality, ethnic and social origin, religion/belief, disability, age and sexual orientation and identity. We have tried to make this recruitment process as accessible as possible, but please let us know if you have any access requirements that you would like us to be aware of during this process.

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 on continuing professional and personal development.

	Essential	Desirable
Knowledge, training and qualifications	<ul style="list-style-type: none"> • Academic titles, certifications, vocational training, or equivalent experience on: <ul style="list-style-type: none"> ○ Management of budgets ○ Advanced knowledge in project management ○ Commercial basics, incl. bookkeeping ○ Good basic mathematical understanding 	<ul style="list-style-type: none"> • Experience on institutional grants • Knowledge of European funding law
Experience	<ul style="list-style-type: none"> • Experience in administrative processing of European grants, familiarity with the following terms: <ul style="list-style-type: none"> ○ ePrag (6th Grants) ○ annexes A-E • Expenditure verification • Target group-oriented communication at all hierarchical levels 	<ul style="list-style-type: none"> • Experience in managing budgets > € 1 million • Experience in the preparation of guidelines and handouts • Experience in in-company training as a trainer • Fundamentals of contract law
Skills	<ul style="list-style-type: none"> • Fluency in written and spoken English • Excellent written and spoken German • Strong knowledge of MS Office, including MS Excel • Basic understanding of EDP • Good knowledge of common accounting systems, such as DATEV, Sage, SAP FI/CO, etc. 	<ul style="list-style-type: none"> • Previous experience in an English-speaking environment • Additional foreign language, e.g. Arabic • Experience with QuickBooks • Experience with DATEV
Additional requirements	<ul style="list-style-type: none"> • Precision and conscientiousness • Willingness to travel with a plannable lead time 	<ul style="list-style-type: none"> • Interest in personal training • Fun in designing processes

What we offer

	Our offer
Remuneration	<ul style="list-style-type: none"> We offer remuneration in line with the TVöD Bund, depending on personal qualifications and suitability up to E13
Contract type and duration	<ul style="list-style-type: none"> We offer a 3-year fixed-term contract for the time being, from 15.09.2022 onwards We aim for long-term employment beyond that
Working time model	<ul style="list-style-type: none"> 20 hours / week (if necessary, an increase is possible in the course of the project) We have a flexitime model, with flexible scheduling from Monday to Friday With us, all travel time is also recognised as working time. We aim for one-hour lunch break per day and have a shortened closing time on Friday (16:00)
Holidays and overtime	<ul style="list-style-type: none"> In addition to the statutory holiday, we continue to offer 7 days of holiday, which we take together as a Christmas break over the turn of the year. Should you ever have to work overtime, we will compensate you with time off at short notice (we want you to recover). We have a meeting-free period in August, which makes summer holiday planning much easier.
Job choice	<ul style="list-style-type: none"> We work in a hybrid working model of mobile working and the possibility to use our office.
Our Office	<ul style="list-style-type: none"> We offer a place in our bright, modern loft office in Berlin's City-West with: <ul style="list-style-type: none"> Height-adjustable desks ergonomic office chairs a dedicated laptop with a neck-friendly laptop stand, extra monitor, individual workplace lighting with healthy, adjustable light settings Coffee, tea, water unlimited Perfect connections to public transport and various shopping facilities and restaurants
Our team culture	<ul style="list-style-type: none"> We are a dedicated team in an ambitious and constantly growing international organisation We provide space for innovative ideas and lifelong learning We regularly train ourselves on the topics of our time, e.g. stress management, diversity, dealing with the media, etc. We proactively support training and development We support our team with supervision services when needed

The application process

The application process is carried out in cooperation with our team in London.

If interested, please submit your application with a one-page cover letter and a current CV (no more than two pages) to [**vacancies@isdglobal.org**](mailto:vacancies@isdglobal.org).

Do you have any questions? Please contact us via [**verwaltung@isdglobal.org**](mailto:verwaltung@isdglobal.org).

The closing date for applications is Wednesday, 30.09.2022, 12:00.