

The Blue Thread Team Associate - Job Description

Grants management

Manage and support all elements of the outreach and partnership development processes particularly for grants in the refugee, asylum and migration space, including:

- o Researching potential grantees/charities including desk-based due diligence
- o Arranging, joining and/or leading calls with charities and writing up notes following and seeking additional information and advice where necessary
- o Taking an initial view on potential grant recommendations and writing up proposals for the Executive Director to review before they are shared with trustees for consideration
- o Working with the Executive Director to provide feedback to potential grantees as needed and holding relationships with potential grantees throughout the process
- o Contributing to the development and maintenance of the pipeline of partners that support our strategic priorities
- o If needed, carry out visits to existing and potential grantees including some local or national travel across the UK.
- o Take an active and supportive role with funded partners, helping make connections with potential partners and/or funders.

Grant administration, monitoring and learning:

- o Managing and developing The Blue Thread's grants management system, including tracking proposed, offered, and paid grants, across multiple financial years, and ensuring that the grants management system is being used effectively
- o Ensure that all grantmaking paperwork is stored properly
- o Supporting the management of The Blue Thread's financial records
- o Arranging grants payments in a timely fashion
- o Monitoring cash position and bank transfers
- o **Potentially:** if The Blue Thread were to look to move onto a grants management system, this person could lead implementation of the new system and the migration of data.

Monitoring impact and learning

- o Contributing to monitoring The Blue Thread's portfolio of grants, which includes responding to emerging issues and needs and following up with grantees after 6 and 12 months.
- o Following up with grantees to gather feedback and learning
- o Monitoring and gathering learning and research around The Blue Thread's focus areas
- o Identifying gaps and opportunities for The Blue Thread's funding and support
- o Participating in external learning and wider knowledge sharing activities relevant to The Blue Thread's work
- o Contributing to the production of relevant Board papers

Strategy and reporting

- Supporting The Blue Thread's impact analysis work
- Contributing to The Blue Thread's reports to trustees and to partner funders
- Contributing and supporting the development of grant making strategy and internal policy and processes
- Representing the foundation at external events, convenings and similar gatherings
- Keeping abreast of relevant issues in the charity and grantmaking sector and using insights to inform internal practice

General:

- Undertake any other duties in support of the Foundation as may be reasonably required

Key characteristics, what we're looking for, and our offer

- Adaptable, comfortable with ambiguity and with directing your own work
- Ability to engage respectfully with a range of stakeholders including grassroots organisations and people with lived experience, colleagues and peers, as well as donors and trustees
- Organised with good time and resource management
- We like to work together in person in our office in Central London at least 2, usually 3 days per week, working from home on the other days.
- We work in a small team environment which is supportive and fun, and so personality 'fit' and trust is really important to us.
- 4-5 dpw depending on skills, experience, and discussion
- You must have permission to work in the UK
- Salary in the region of £50-60k depending on skills and experience

Interested candidates should send a CV and brief cover letter to hannah@grabiner.com. You are welcome to get in touch with questions too.