



# Institutional Programme Funding - Principal (Senior Specialist)

JUSTICE & CARE

# Who we are

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**Justice and Care exists to bring freedom to people and communities living in the grip of slavery. We rescue men, women and children who have been brutally exploited. We restore their lives. We fight slavery, pursuing and dismantling criminal networks and bringing perpetrators to justice. We secure communities at risk from traffickers and spark systemic change.**

Our programmes includes work in Bangladesh helping to spot victims of human trafficking as they are being taken across borders and the pursuing of those responsible through the courts. In Romania, we are helping to bring victims home and raise awareness about the risks of being trafficked. In the UK, we work alongside police to provide critical support to victims. Our work is always victim centric and focused around how to help create systemic change.

**We have a strong track record of impact exceeding:**

- **5,063** people rescued
- **1,134** suspected traffickers arrested
- **4,157** survivors supported
- **1,275** exploiters prosecuted
- **51,164** police officers, public prosecutors, and community leaders trained in trafficking awareness

Our work has led to major systemic change in India, Bangladesh and the UK. It is also award winning – in 2020 securing a coveted Thomson Reuters Stop Slavery Award for our work in Bangladesh and the ‘Breakthrough of the Year’ in the UK’s Third Sector Awards for our Victim Navigator Project. In Romania, we have been given a SocNET (Serious Organised Crime Network) Award for our outstanding contribution to counter Modern Slavery and Human Trafficking, and in Scotland we were recently recognised as “Policing Partner of the Year” by Police Scotland.



**Justice and Care is an equal opportunities employer. We value the strength of a diverse workforce and encourage applications from people with lived experience, of modern slavery / human trafficking, disabilities, Black, Asian or Minority Ethnic (BAME) backgrounds, LGBT+ and from different socioeconomic backgrounds.**

# Role overview...

**We are looking for an outstanding Institutional Programme Funding Principal (ie Senior Specialist) to join our team, with the experience needed to research, apply for and manage large grants from government sources. To be successful in this role you will be an experienced grants and contracts fundraiser who is:**

- An outstanding written communicator - able to explain and inspire, conveying complex ideas with clarity and brevity
- Focussed on detail - able to ensure coherence across all aspects of project applications (narrative, logframes, budget, gantt chart etc) and reporting
- Knowledgeable - with a good understanding of charity governance and best practice and an in-depth understanding of the grants (institutional and trusts and foundations) funding landscape, key trends, opportunities, and challenges

- People orientated - You will have the ability to network and communicate at a senior level with potential funders
- Organised - an effective project manager able to coordinate across teams to produce collaborative work to deadlines
- Passionate - You are passionate about the eradication of human trafficking
- Willing to roll up your sleeves - There is lots to be done and you won't be afraid of hard work, working to tight deadlines. A team player, committed to making things work and helping get everything in place to do so
- Someone who takes the initiative - a self-starter, solutions-orientated and a strategic thinker
- Collaborative - partnership orientated and committed to our mission of 'joining forces'  
IT competent - with strong Microsoft 365 (Word, Excel, PowerPoint) skills

**We are particularly keen to hear from applicants with experience of applying for and managing US Government funding, since this is becoming a key strategic income stream for the organisation.**





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## Scope of the job

**You will own the development and implementation of the programme funding strategy. Within this you will:**

- Oversee the research / scoping and development of all bids for government funding, and for large (>£500K) grants from other sources (eg trusts and foundations)
- Plan and monitor funding and application cycles
- In collaboration with the Global Programme Strategy and Impact and Country Directors, support the design of new programmes, adopting our locally led and owned approach
- Produce high quality applications in response to institutional funding calls, including logical

frameworks, GANTT activity charts, clearly written narrative proposals and detailed budgets

- Negotiate appropriate contracts and terms with funders with care and diligence
- Liaise between impact team, programme leads and finance to monitor and ensure compliance with contract terms
- In coordination with other internal stakeholders, cultivate and manage relationships with the relevant government departments to influence the approach of their funding calls
- Build and manage strong, effective working relationships with existing and new large, multi-year funders, fulfilling funder requirements in a timely manner, including preparation of narrative and financial reports,

responding to funder queries and regular online and in person meetings with funders as necessary

- Work closely with the Finance Director and senior management to develop robust annual budgeting and financial reporting processes, ensuring grants/ contractual obligations are reflected in annual budgets and budgets are aligned with programmatic and strategic goals, and analyse funding gaps

## Position in the organisation

Sitting within the Global Programme Strategy and Impact team, you will work across the organisation in close collaboration with Country Directors, programme leads, impact team,

fundraising team and finance team. You will report to the Global Programme Strategy and Impact Director and provide technical oversight to applications by the Grants Manager and Trust and Foundations Executive. You will form a key part of and input into, the wider Global Income Generation Group.

## **Purpose of the role**

This role will lead on institutional fundraising and bring appropriate technical expertise, as well as strategic vision, to the development of this critical income stream across our global work. This includes leading on institutional funding applications, relationship management, compliance, reporting and more. Institutional income both provides long-term funding at a significant scale, and

an opportunity to increase our advocacy and systemic change influence.



# Main responsibilities

Your key responsibilities include, but are not necessarily limited to:

- Lead on the development and implementation of the institutional programme funding strategy, including planning and coordination of applications, reporting, partnership / consortium development and more.
- Research new potential institutional funding opportunities globally (FCDO, J/ TIP, USAID, NORAD etc.) and cultivate relationships with those institutions that can help inform the development of their funding priorities
- Work with the Director of Strategy and Impact, Country Directors and external partners to co-design projects in response to funding calls that align with our global and country strategies
- Develop high quality high value funding applications. This includes co-developing concept notes, proposals, budgets, gantt charts, results monitoring plans etc.
- Lead on institutional donor grant agreement/contract negotiations and compliance
- Account management of institutional funders and large grant giving organisations- including coordinating comprehensive reporting to each funder's requirements.
- Ensure all relevant team members are fully briefed on the terms and conditions of donor grant agreements/contracts, including key deadlines. Manage due diligence processes, facilitate donor audits and ensure compliance with all grant terms.
- Provide technical support to fundraising team members working on large trust and foundation grant applications
- Identify and spearhead organisational improvements necessary to increase eligibility for funding from institutional donors and grant giving organisations
- Keep up to date files and records of all grant funding activities on the filing system and CRM (Salesforce)

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# Person Specification



	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>• Equivalent experience to a degree</li></ul>	<ul style="list-style-type: none"><li>• Fundraising or marketing qualification</li></ul>
Experience	<ul style="list-style-type: none"><li>• Demonstrable experience of securing and managing high value funding contracts (individual contracts worth more than £500,000 p.a.)</li><li>• Experience of working cross culturally</li><li>• Experience of managing oneself and others to deliver financial targets, operational activities and objectives</li><li>• Knowledge of fundraising practice and standards</li></ul>	<ul style="list-style-type: none"><li>• <b>Highly desirable to have experience managing and/or securing funds from US State Dept</b></li><li>• Experience of working with EU, FCDO and international organisations in either a programmes and/or funding capacity</li><li>• Experience of working cross culturally</li><li>• Experience working within organisations combating modern slavery</li></ul>
Skills/Abilities	<ul style="list-style-type: none"><li>• Flexible and proactive approach</li><li>• Excellent English verbal and written communication skills, including the ability to liaise confidently and diplomatically with donors and colleagues (UK and overseas)</li><li>• Highly numerate with the ability to develop and monitor budgets; analyse, interpret and communicate complex data and financial information</li><li>• Ability to manage multiple activities and work to agreed deadlines</li><li>• Organised and demonstrates a high level of attention to detail</li><li>• Strong IT skills including knowledge of excel and databases</li><li>• Excellent research skills</li></ul>	



# Person Specification

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## Essential

### Personal Qualities

- Target and outcome driven
- Adaptable – with a desire to learn and pioneer
- Excellent team player
- A self starter

## Desirable

### Other Comments

- Given the team sits across several time zones, some work might happen outside normal working hours to accommodate everyone's needs and minimise disruption
- Monthly travel to London and periodic travel overseas (approx twice a year).
- All roles require a DBS check
- Right to work in the UK





# Information for Applicants

<b>Job Title:</b>	<b>Institutional Programme Funding - Principal (Senior Specialist)</b>
<b>Reporting To:</b>	Director of Global Programme Strategy and Impact
<b>Contract Type:</b>	Permanent
<b>Location:</b>	Flexible within the UK - home working will be considered, with monthly travel to London and occasional travel overseas
<b>Salary:</b>	£50,000-£60,000 dependent on skills and experience
<b>Working Hours:</b>	Full time 37.5 hours (For this role we are open to discussing the possibility of reduced hours, flexible start and finish times, or compressed hours.)
<b>Annual leave:</b>	27 days pro-rata + statutory bank holidays + birthday leave
<b>Benefits:</b>	<ul style="list-style-type: none"><li>• Workplace pension scheme</li><li>• Death in service</li><li>• Private health care</li></ul>
<b>New staff service:</b>	6 month probationary period

## Safeguarding

Justice and Care prioritises Safeguarding. As part of our commitment to the protection of children and vulnerable people in our work, any offer of employment with Justice and Care will be subject to satisfactory pre-employment checks. Such checks may be updated periodically during the course of the period of employment. Justice and Care also participates in the Misconduct Disclosure Scheme. In line with this Scheme, we will request information from successful candidates' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her/their understanding of these recruitment procedures.

## How to apply:

You must have the right to work in the UK.

To apply for this role, please send your full CV and a covering letter of no more than 1,500 words setting out your suitability for and interest in this post to [recruitment@justiceandcare.org](mailto:recruitment@justiceandcare.org). Your covering letter should explicitly address the candidate requirements outlined above. Interviews will be scheduled as applications are received.