

AFRICAN FOUNDATION FOR DEVELOPMENT (AFFORD)

Grants Programme Assistant Job Description & Person Specification

Job ref:	GPA
Salary:	£25,000 per annum f/t
Role type:	Full/part time
Tenure:	1 year with possibility of extension
Location:	London
Responsible to:	Deputy Executive Director
Deadline for Applications:	18 May, 2018
Interview Dates:	22 May, 2018
Expected Start Date:	4 June, 2018

THE AFRICAN FOUNDATION FOR DEVELOPMENT (AFFORD)

[AFFORD](#)'s mission is "to expand and enhance the contribution of the Diaspora to Africa's development". AFFORD is a pioneer and innovator in the field of policy and practice of 'diaspora and development'. It continues to act as a catalyst, concept-tester and exemplar in the sector; it seeks out, supports and enhances the capacity of actual and potential change-makers amongst diaspora organisations and individuals.

In June 2016 AFFORD added an exciting and innovative new programme, Diaspora Finance and Investment (DFI) to its growing list of projects. Co-funded by [Comic Relief](#) and [UK Aid](#) through the [Common Ground Initiative](#), DFI aims to stimulate diaspora investment to create jobs and enhance Africa's social economy. AFFORD believes strongly in the power of Africa's diaspora to drive long-term economic growth and prosperity.

DFI is one of several programmes within AFFORD Diaspora Finance (ADF) which seeks to bring together a series of programmes, schemes and initiatives aimed at promoting, stimulating and harnessing diaspora investment opportunities for job and wealth creation. ADF aims to be a catalyst for efficient and effective development of the African social economy. This role will assist with managing all grants portfolios held currently within ADF.

JOB SUMMARY

AFFORD seeks a Grants Programme Assistant with great interpersonal skills, professional demeanour, integrity, sound judgment, and strong analytical and documentation management skills. The Grants Programme Assistant will be an integral part of the AFFORD Grants team and will work under the direction of the Deputy Executive Director.

The successful candidate will have the ability to communicate clearly through both oral and written means, clarifying and implementing grants guidelines, reviewing and writing reports and participating in meetings attended by a wide range of people. S/he will be able to work with the Grants Team on all administration aspects of the role, including contract documentation and database management, to a timely and accurate standard.

The ideal candidate will be enthusiastic about the development of diaspora businesses and organisations in their attempt to contribute to job creation and development in Africa. They must have a keen interest in diaspora investment

and the potential it has in adding significantly to the African social economy. This role will suit a candidate who is proactive, has a problem-solving attitude and is can hit the ground running in a busy and productive environment.

CORE DUTIES & RESPONSIBILITIES

The core responsibilities of the Grants Programme Assistant is to work closely with the Grants Team and the Deputy Executive Director to ensure that all the aims of the ADF Grants Portfolio and related initiatives are fully achieved.

Duties include, though not limited to:

- Co-ordinating and participating in meetings and workshops to assist in developing and presenting guidelines and policies which best reflect AFFORD's overall financing strategy
- Communicating the approved financing guidelines clearly to applicants, providing support with their initial application and keeping them informed about the progress of their application
- Ensuring the effective use of AFFORD's resources by assisting with the decision-making process, performing due diligence and working with the M&E team to evaluate the impact of grant/loan expenditure.
- Producing and reviewing activity / monitoring reports to funders and from grantholders / clients
- Working alongside AFFORD Business Club (ABC) resource persons and business advisors to support grant/loan applicants and successful applicants at various levels of the application and implementation processes
- Contributing to any presentation material necessary to publicise the grants schemes, and assist with stakeholder or funder reports.

1.0 Key Deliverables

The Grants Programme Assistant will be expected to assist the Grants Team and the Deputy Executive Director with the following:

- Contributing to submitting high-quality applications to develop strategies to grow and introduce new income streams
- Developing local and regional relationships with trusts, individuals and local corporates
- Respond to all enquiries from potential applicants, and existing grantholders, advising them on the appropriate ADF guidelines and processes
- Coordinating entire ADF finance model from updating processes and guidelines, to marketing and outreach, to the application process, decision-making and due diligence.
- Managing all ADF grantholders and clients, administering payment, updating and maintaining the grantholder and client database
- Working closely with M&E, ABC and Communications team to generate and develop content from grantholders and clients for the purposes of AFFORD's publicity requirements, including social media and newsletters.
- Organising Steering Committee meetings and other grant-related workshops as required
- Ensure policy compliance in line with AFFORD values and ethos, stakeholder/funder expectations and UK law, such as GDPR
- Undertaking all other reasonable tasks relevant to the successful implementation and evaluation of the ADF financing schemes.

PERSON SPECIFICATION

Criteria	Essential/Desirable	Evidence
		A=Application I = Interview
<u>Educational Qualifications</u>		
Bachelor's degree in international development, development studies, economics, marketing, management or related field	Essential	A
Postgraduate degree or qualification in business, marketing, management, social enterprise or international development	Desirable	A
<u>Experience</u>		
Experience of grants management support work in an international development organisation	Essential	A, I
Sound understanding of enterprise and employment development	Essential	A, I
Practical experience of monitoring and evaluation techniques, development and implementation of business plans	Desirable	A, I
Proven experience of records maintenance and database management and office administration	Essential	A, I
Demonstrable experience of applying tact and effective problem solving techniques in a sensitive situation	Essential	A, I
<u>Skills, Knowledge and Capabilities</u>		
Ability to interact and communicate diplomatically with people from diverse socio-economic backgrounds.	Essential	A, I
Ability to review and prepare written reports and implement monitoring and evaluation strategies.	Essential	A, I
Ability to use Microsoft Office packages, including Word, Excel, Outlook, PowerPoint.	Essential	A, I

Good understanding and proven professional experience of SMEs in the context of developing economies, diaspora investment/contribution, migration and development issues	Desirable	A, I
Proven ability to work in multi-disciplinary and multi-stakeholder teams, and to work well independently.	Desirable	A, I
Ability to work to tight deadlines, multi-task and prioritise tasks and activities.	Essential	A, I
Ability to remain calm under pressure and to adapt quickly to changing needs	Essential	A, I
Strong attention to detail and strong document management skills	Essential	A, I

Values

Commitment to the principles, ethos and work of AFFORD organisation.	Essential	I
Commitment to equal opportunities and working in a diverse environment.	Essential	I
Strict commitment and understanding of the principles and needs of confidentiality.	Essential	I
Demonstrable loyalty, honesty and integrity.	Essential	I

Status

Applicant must have the legal right to work in the U.K.	Essential	A, I
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HOW TO APPLY

Please apply by submitting a cover letter detailing your suitability for the role in relation to the essential criteria, along with a CV and a sample of a written report / proposal. These should be sent to applications@afford-uk.org with your last name, first name and **Grants Programme Assistant / GPA** in the subject line. If you would like more information about the role, please call 0203 3263750.