



Grants Manager (Maternity Cover)

The Maitri Trust

Do you have an eye for detail, yet you are also able to see the bigger picture? Can you ask searching questions, actively listen to responses, and build trusting relationships? Within Maitri's funding model, there is scope for each Grants Manager to apply their own unique style to the relationship management of our grantee partners. Would you like the opportunity to demonstrate yours and be part of a curious, accountable, equitable and collaborative team?

We're a small but ambitious Trust that has recently undergone a strategic review. We've clarified our programme focus and way of working. We're now proactively expanding our portfolio of partners that tackle systemic education challenges within the government primary school sector in India and South Africa, to improve outcomes for all children.

Salary: In the region of £40k p/a + generous benefits

Contract: Maternity cover 12 months

Hours: Full time / 35 hours per week

Location: Home working with in-person meet-ups in Edinburgh once every week

Reporting to: Head of Programmes

To apply: Send a covering letter and CV to Maitri's Head of Programmes, Rebecca Muir: rebecca.muir@maitritrust.org.uk

We welcome applications from all sectors of society and support flexible working.

Application deadline: 9am, Tuesday 10th January 2023

Interviews: Will likely take place in the week commencing 16th January 2023

Scope of the role:

We're looking for an experienced Grants Manager who can fit seamlessly into our team. You'll take on a diverse portfolio of partners in India and South Africa, build close relationships with them and provide support to, and undertake monitoring of, their programmes. You'll also take responsibility for additional tasks in support of Maitri's grant management function, as needed.

As a Grants Manager you'll:

- Manage a portfolio of partnerships - supporting them through Maitri's grant cycle, managing risk and monitoring progress.
- Build open and trusting relationships with partners to ensure the most impactful use of Maitri's funds.
- Assist with the identification of potential new grantees and conduct robust due diligence on those with whom we partner.
- Co-ordinate the production of grant proposals and write summaries and updates for presentation to the Maitri Board.
- Work collaboratively with the rest of the Maitri team, particularly the Grants Management team and Head of Learning.
- Undertake international travel as appropriate to conduct field visits and attend conferences.
- Represent the Trust at external events, conferences, meetings and webinars.



Your skills, experience and profile:

- Substantial experience as a Grants Manager
- Excellent analytical skills
- Highly effective communications skills - both verbal and written
- Ability to build and foster open and trusting relationships with colleagues, partner organisations and the Trust's wider network
- Strong service delivery, a team-focused mentality and work ethic
- Ability to plan, manage and prioritise
- Understanding of financial reports and accounts
- Able to work in the UK, e.g., hold the necessary work permits or have the right of abode
- Ability and willingness to travel internationally, particularly to India and South Africa
- PC skills – Word, Excel, PowerPoint, CRM system

Your attributes:

- Passion for and belief in our work and approach; drive and ambition for the Trust.
- The ability to translate that passion into practical and detailed grant management work with our portfolio of partners.
- Supportive team player who enjoys working closely with a small collaborative team, yet who is also self-motivated and able to work independently.
- Able to put common goals first, following through with commitments, contributing to the success of others and communicating openly and honestly.
- Demonstrated ability to work well in a multi-cultural environment with diverse populations from around the world. A strong commitment to equity, diversity and inclusion.

About the Trust:

We believe quality education is key to unlocking a child's potential, and a strong start sets children up for success. We provide support to partners tackling systemic education challenges within the government primary school sector in India and South Africa, to improve outcomes for all children. We understand that changing systems takes time and therefore provide partners with long-term, flexible funding. We like to work collaboratively and wherever possible look to co-fund or take a multi-stakeholder approach.

We're an independent Trust funded by an annual donation from [Stewart Investors](#).