

Job description

Role:	Project Officer – Special Grants
Duration:	14 months (fixed term)
Reports to:	Senior Programme Manager, Commonwealth Civil Society

Commonwealth Civil Society (CSS) is one of the Commonwealth Foundation's two largest programmes, focused on providing practical support to Commonwealth civil society.

Summary description

The Project Officer – Special Grants (PO-SG) will lead the implementation of the project: *Strengthening Civic Engagement and Improving Resilience of Communities Impacted by Covid-19*. This project forms part of a broader Foundation initiative that provides both funding and capacity development to civil society organisations in support of their pandemic related recovery and rebuilding. The focus of the initiative is on participatory governance with special emphasis on gender equality.

The PO-SG will be responsible for overseeing the ten national level projects that fall within this project: collaborating closely with partner organisations; supporting them in implementation and reporting; and ensuring that lessons and impact are captured and analysed. The PO-SG will also work with other members of the team to support other grantees that are outside this project but within the broader initiative, with a view to ensuring consistency of approach and facilitating learning across the entire initiative.

Key responsibilities

- Provide support to identified organisations to strengthen their project proposals and design, as needed, ensuring that gender and inclusion are appropriately reflected in the proposal and design.
- Assist grantees to assess their capacity development needs and to develop an appropriate plan to meet those needs.
- Monitor implementation of projects throughout the project lifecycle, proactively identifying obstacles to effective and timely implementation and developing solutions.

- Guide grantees to ensure their compliance with all requirements including in relation to reporting and execution of their capacity development plan.
- Manage delegated elements of the project budget: monitoring budget allocation and expenditure, and prepare timely quality financial and narrative reports to support the Senior Programme Manager.
- Prepare other reports as required including special reports to the donor; assist in the preparation of other communication materials relevant to the project including blogs, videos, and policy briefs.
- Work with other members of the CSS team to develop and facilitate learning exchanges among all grant partners within the initiative: bringing partners together with the government officials and other decision makers in ways that encourage learning and change.
- Assess and document project outcomes in accordance with the Foundation's MEL approach and with support from the MEL Officer.
- Support grantees in accessing policy spaces and advocacy platforms.
- Assist in the development and maintenance of the system of database of grantees.
- Work with other officers and teams to ensure that the Foundation fully delivers on the work plan for this project and the associated contract with the donor.

Person specification

- Extensive experience in project / programme / grants portfolio management gained within a comparable field (grant-making, civil society capacity development) and a comparable operating environment (international non-governmental or intergovernmental)
- Appropriate tertiary qualifications or additional experience in lieu of such qualifications
- Excellent communication skills – particularly in pitch, presentation, negotiation and persuasion
- Capacity to think and plan strategically
- A practical, solutions-based mindset
- Solid knowledge of international development