

Grants Officer (Organisations)

<u>Responsible to:</u>	Head of Legal Cluster
<u>Location:</u>	The position is based in The Foundry, 17 Oval Way, London SE11 5RR and requires international travel
<u>Salary:</u>	Competitive and meets national/living wage
<u>Closing date:</u>	17 May 2019

About MLDI

Media Legal Defence Initiative (MLDI) is a UK registered charity with a sister 501c3 in the USA. We provide legal defence to journalists around the world, ensuring they can continue to report on issues of public interest. We pay legal fees and provide technical legal expertise, engage in strategic litigation, make grants to national legal defence organisations, and deliver media law training and networking programmes to lawyers. We launched in 2008 with three staff and a handful of cases. Ten years later, we are actively supporting over 200 cases in 50+ countries.

Role summary

As Grants Officer (organisations), you will, you will manage and administer MLDI's financial grants and non-financial support to organisations, identify new potential grantees and strengthen the organisational capacity and sustainability of existing grantees. You will be the lead contact between MLDI and our current and future grantees, and you will play a key role in implementing and refining our partnership strategy, developing and fostering a collaborative network of strong and sustainable civil society organisations working to advance press freedom standards around the world. More information about the programme can be found at <https://www.mediadefence.org/media-legal-defence-centres>

You will be flexible and creative, have exceptional communication skills and a good understanding of the realities faced by NGOs operating in various regions of the world, including under repressive regimes.

Main responsibilities

Grants Management

- Managing MLDI's partner grant application process, including assessment of concept notes and applications, conducting due diligence checks and preparing recommendations for Board approval.
- Managing the grant award process, including contracting, setting of KPIs and reporting requirements.

- Monitoring of awarded grants, including assessment of reports and grant compliance, financial oversight of grants and grant budgets.
- Ensuring smooth running of MLDI's grant making, including administration of MLDI's grants database (GIFTS).

Capacity building

- Build excellent working relationships with current and potential grantees and the press freedom and human rights community more widely.
- Assess grantees' organizational health, capacity and development needs; identify and coordinate additional support that may be necessary to strengthen their capacity and sustainability.
- Increase engagement and collaboration among grantees, and between grantees and other MLDI beneficiaries.
- Undertake and support partner visits and grant evaluations.

Other

- Identify potential partner organisations, including through scoping missions and desk-based research.
- Ensure data related to MLDI's grants is provided in a timely manner for use in grant/case reporting, communications material, funding applications and reports, knowledge management, and other uses.
- Support the Finance and Operations Director with periodic review of partner grant compliance and updating of grantee terms and conditions.
- Represent MLDI at external events and meetings.
- Identify and carrying out any other duties which fall within the scope, spirit and purpose of the post.
- Deputise for team members as required.

Person specification

- Educated to degree level of equivalent.
- Experience of grant management in a legal environment and/or an international charity, including the use of grant making databases is desirable.
- Experience of working internationally and in a diverse and multi-cultural environment, and willingness/ability to travel regularly.
- Knowledge and experience of working in a legal, media freedom or human rights would be an advantage.
- Understanding of NGO management and organisational development.
- Proven project management skills and experience of delivering successful projects.
- Excellent planning, co-ordination and prioritization skills, numerical accuracy and attention to detail; ability to analyse and synthesise complex information quickly and effectively.
- Competent IT user including Microsoft Office Packages, databases, internet and email.
- Ability to work creatively and flexibly in a small team, supporting other colleagues, and with a strong commitment to learning and improvement.
- Excellent written and spoken English, good editorial skills. Knowledge of other languages, particularly French, Russian, Arabic or Spanish, is an asset.

- Experience of working with, and relating to, a diverse range of people.
- Integrity, professional discretion and ability to handle confidential matters.
- Passion and commitment to the mission and vision of MLDI.

How to apply

To apply please send a cover letter and CV to recruitment@mediadefence.org with the subject line: 'Grants Officer Organisations application'.

Equality and diversity are fundamental to our mission. We are committed to the recruitment and retention of individuals from diverse backgrounds and who reflect the diverse communities in which we operate.