

WAVE Job Description Grant Management Coordinator



WOMEN AGAINST VIOLENCE EUROPE
WAVE Network and European Info Centre against Violence
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Reports to	Executive Director
Location	Vienna
Hours	37 per week
Contract type	Unlimited
Main purpose	<ul style="list-style-type: none">• Proactive financial resource mobilisation focused on developing and writing grant applications, project proposals and reporting consultation with the Executive Director and Finance Manager• Manage, coordinate and implement ongoing WAVE Re-granting initiatives to WAVE Members• Ensure effective monitoring and evaluation of WAVE core activities and project work to demonstrate its impact

Introduction to WAVE

WAVE is a network of over 170 women's NGOs in 46 European countries, who are all working towards tackling and preventing and combating violence against women and their children. Our members are mainly women's specialist services such as shelters, centres and helplines, some are also national networks of such organisations.

WAVE's main areas of work are:

- 1) Advocacy & campaigning for a) better legislation, and implementation of existing legislation to tackle violence against women and b) sufficient funding for women's specialist services,
- 2) Capacity building and networking for our members through trainings, conferences and partnership projects,
- 3) Data Collection on the status of WSS in our member countries which is published every 2 years. WAVE also publishes regular newsletters, social media posts, blog contributions and an online magazine Fempower.

A. Main Purpose of the Job

- Proactive financial resource mobilisation focused on developing and writing grant applications, project proposals and reporting in consultation with the Executive Director and Finance Manager
- Manage, coordinate and implement ongoing WAVE Re-granting initiatives to WAVE Members
- Ensure effective monitoring and evaluation of WAVE core activities and project work, to demonstrate its impact

B. Key Responsibilities and tasks

- 1) **Proactive financial resource mobilization for the WAVE network**
 - Proactive financial resource mobilisation focused on developing and writing grant applications, project proposals and reporting in consultation with the Executive Director and Finance Manager
 - Research relevant background information in relation to grant applications and maintain regular contact with funders

- Liaise with Executive Director, Finance Manager and Project coordinators to ensure project feasibility within WAVE's resources (financial, time, staff capacity)
 - Identify and attract new partners and potential funders to support WAVE's work and its growth
 - Manage the WAVE solidarity fund and further develop WAVE's donor based fundraising
 - Develop and nurture excellent relationships with WAVE's current funders
 - Develop an annual fundraising plan, in coordination with the WAVE Strategy and based on WAVE's monitoring and evaluation reports
- 2) Ensure effective monitoring and evaluation of WAVE core activities and project work**
- Contribute to the ongoing development of WAVE's M&E framework in consultation with the Executive Director and team members
 - Lead the on-going development and improvement of the WAVE M&E framework and tools, and ensure the WAVE team are clear about their respective responsibilities
 - Collect and coordinate monitoring data for all WAVE core activities and projects; report on the relevant progress to the Executive Director on a half-yearly and annual basis
 - Analyse the evaluation information and create an annual evaluation report ensuring ongoing organisational learning from the findings
 - Train relevant team-members on how to collect relevant monitoring data to demonstrate the impact of their work activities
- 3) Coordinate and implement WAVE-Regranting initiatives**
- Design regranting initiatives suitable to WAVE strategy and members, as well as the related documentation for applicants in collaboration with the Executive Director
 - Create suitable selection-criteria and a selection-committee of at least three women, considering potential conflicts of interest
 - Inform successful applicants about their selection, the necessary paperwork, deadlines and funder requirements.
 - Liaise with Finance Manager on any financial and reporting requirements in relation to the regranting
 - Liaise with the Communications Coordinator to communicate the successful regranting initiatives to the network and wider public, liaising with the Executive Director about any major issues
 - Being the lead contact for the grantees, and offer regular grantee meetings to enable early addressing of any questions and issues and monitor progress

C. General Responsibilities

- Working within the WAVE budget and financial procedures
- Attending weekly team-meetings
- Attending 5-6 weekly 1:1 meetings with the Executive Director
- Attending external/international meetings as required for this role
- Supporting the organisation and delivery of the annual WAVE conference according to the conference workplan
- Carrying out other tasks as are reasonably required to help the WAVE team deliver its aims
- Ensuring that all WAVE policies and procedures are adhered to
- Attending all meetings and trainings relevant to this role
- Acting as an ambassador for WAVE
- Maintaining confidentiality in all matters
- Occasionally work flexibly beyond the remit and normal working hours of the post as required

Whilst every endeavour has been made to outline the duties and responsibilities of the post, these duties are not exhaustive.

D. Person Specification

Criteria	Essential	Desirable
Qualifications/Skills/Abilities		
Completed university degree (in any of the following areas, although <u>we might also consider other relevant degree topics</u>): gender and/or violence studies, international development, sociology, political science, social work, law, management and Human Resources etc.)		X
Strong analytical skills with the ability to collect, analyse, and communicate significant amounts of information with attention to detail	X	
Excellent ability to plan and prioritise own workload to meet (often competing) deadlines	X	
A creative mind with the ability to use own initiative to solve problems and issues	X	
Having a cooperative, reliable and flexible approach to team-work	X	
Excellent English	X	
Strong writing skills in German	x	
Excellent written and verbal communication skills	X	
Ability to work flexibly beyond the remit and normal working hours of the post occasionally as required	X	
Experience/Knowledge		
At least 3 years professional experience in grant management in the NGO and/or public sector, including creating and maintaining donor relationships	X	
At least 3 years experience of implementing and/or developing Monitoring & Evaluation Systems within an NGO Environment	X	
Knowledge in individual fundraising		X
Good understanding of violence against women		X
Understanding of gender equality, feminism and the women's movement		X
A non-judgmental approach to survivors of all forms of violence against women and girls and a clear understanding of its gendered nature	X	
Excellent knowledge and use of Microsoft Office package (Word, Excel, Power Point, Outlook) and proficient use of Microsoft Teams and	X	
Experience of working in a busy office environment and under pressure of numerous (often competing) deadlines	X	
Experience of working in a multi-national and multi-cultural environment	X	