



RECRUITMENT PACK:

**SENIOR GRANTS
PARTNERSHIPS
MANAGER (INSTITUTIONAL FUNDING
LEAD)**

JUNE 2023

**HOPE
AND
HOMES
FOR
CHILDREN**



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Dear Applicant

We believe children belong in families, never orphanages. Because orphanages harm children. The majority of those who experience life inside an institution suffer violence, abuse and neglect. Denied the chance to grow up in a family, they're more likely to become homeless later in life, to have run-ins with the law, and to experience mental and physical health issues.

The shocking truth is that these are almost always children who have, or could have, a family to look after them. To love them. But every day, a broken system puts pressure on parents to give up their children. They'll be safe from war, can escape poverty, will get an education. False promises. No child should have to trade their family for their future.

Today, over 5.4 million children are trapped within institutions. It's not right and it must stop. Children deserve so much better. Always.

You can help us change this.

Since 1994, Hope and Homes for Children has been working to stop the institutionalisation of children. We're 250 people, in nine countries, inspiring organisations, including the UN, EU and governments around the world, to close the doors of orphanages forever. Instead, we fight for every child to feel the love and belonging of a safe family home.

As Senior Grants Partnerships Manager, you will provide leadership on all aspects of the institutional funding cycle. You will manage and grow Hope and Homes for Children's grant relationship with Institutional Funders, including leading on donor relationship management and reporting for existing grants. You will identify new opportunities and lead and support the development of strong applications alongside country programme colleagues and members of the Marketing, Communications and Fundraising teams to secure new funding.

To be successful in this role, you will have strong technical fundraising skills, excellent written and verbal communication skills, a supportive and collaborative approach and a genuine passion for our work. You will have a keen interest in development/child protection work, enjoy the process of compiling narrative and financial information about our projects and have the drive and commitment to deliver against deadlines. You will also be well organised, flexible, self-motivated and able to work autonomously and to thrive within a supportive culture which is solution-orientated and has integrity, courage and excellence at its heart.

In return, we'll provide you with the chance to have a real impact in a collaborative and ambitious organisation who are proud of what we do and the difference we make, and we will provide the opportunities and guidance to help you to develop and grow.

If you believe every child belongs in a family, then join us as we consign orphanages to history.

Best wishes

Richard Ashiagbor

Richard Ashiagbor

Global Head of Institutional and Grants Partnerships

Institutional Funding and Grants Partnerships Team at Hope and Homes for Children

Over the past two years, the Institutional Funding and Grants Partnerships team has evolved into a global team working to not only manage relationships and fundraise directly from trusts, foundations and institutional funders, but to supporting the wider organisational development of our programmatic funding capacity.

Partnering with a wide range of funders, from institutional donors and large foundations through to small family trusts, our team of exceptional relationship fundraisers have grown annual income from £1.3m in 2010 to c£5m, with significant potential for further growth. Our current major partners include UBS Optimus Foundation, Medicor Foundation, VELUX FOUNDATIONS, European Commission, Oak Foundation, World Child Foundation, and Porticus to name by a few.

Building the sustainability of high-quality funding and improving organisational resilience has been a critical focus for the team over the past two years, which has resulted in investment in our in-country fundraising capability. Equally, the team has strengthened the tools, processes and systems used to both manage our restricted income, to enhance pipeline development and to nurture the life-time value of partners.

The Grants Partnerships team currently consists of eight individuals in the UK, working closely with nationally based fundraisers and works in an increasingly integrated way with colleagues across finance, programmes, advocacy and the wider Marketing, Communications & Fundraising department.

The collective efforts of the MCF department focus on building a resilient and sustainable income mix. To do this, we are:

1. Increasing demand for global childcare reform and HHC's role in delivering it.
2. Proactively building our base of support, focussing on audiences who share our values.
3. Nurturing trust and belief so that our relationships result in the greatest life-time impact.

About Hope and Homes for Children

For almost 30 years, hope has driven this organisation to fight for every child to feel the love of a safe, family home; and to inspire organisations around the world to close the doors of orphanages forever.

Because orphanages harm children.

More than half the children confined in orphanages around the world suffer violence of one form or another. That includes rape and torture from staff, people from outside who pay for access to them, and from other children they are confined with.

Orphanages regiment the lives of children and are unable to provide the intimate care that a family can, leading to alarming levels of neglect. The impact of this neglect is so severe in babies and young children that it harms their neurological development in ways that can have lifelong consequences.

Orphanages isolate children from their communities. Not only does this lead to stigma and prevent children from forming the support and friendship networks we all need, but it reduces transparency and scrutiny of what goes on behind the barred windows and metal doors. Because in the worst cases, orphanages traffic children into the sex industry or for their body parts.

The shocking truth is that these are almost always children who have, or could have, a family to look after them. To love them. But today, over 5.4 million children are trapped within institutions. It's not right and it must stop.

Since 1994, **Hope and Homes for Children** has been working to stop the institutionalisation of children. We're 200 people, in ten countries, inspiring organisations, including the UN, EU and governments around the world, to close the doors of orphanages forever. Instead, we fight for every child to feel the love and belonging of a safe family home.

As challenges get tougher, we work harder – with children, for children. Our care reform specialists set up community-based family support services. Our policy experts promote stronger child protection laws. And our skilled social workers work directly with children to keep families together, to reunite them, and to nurture new ones. Through national reform, we inspire global action.

The need for our life-changing solutions has never been greater. Covid has brought millions more families to the brink of separation, and orphaned vast numbers of vulnerable children.

And we'll continue. Transforming the system. Consigning orphanages to history. Until every child, everywhere, has the chance to thrive in a strong, supported family. Because children deserve better.

Our vision is a world in which children no longer suffer institutional care.

Our mission is to be the catalyst for the global elimination of institutional care for children.

Our aim is that by December 2030, worldwide, we will have achieved a consensus that orphanages are an unacceptable way of looking after children.

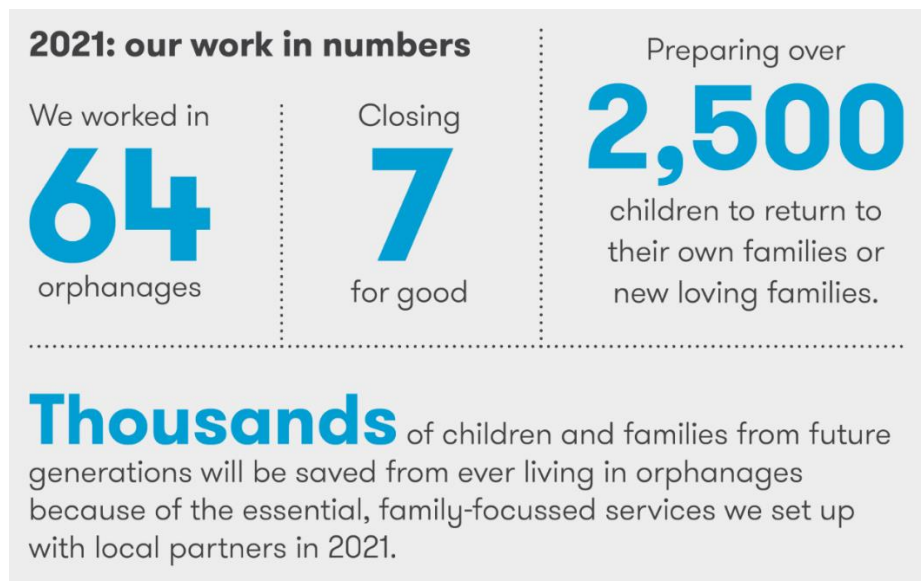
Our Impact

We've proven our approach is effective across a wide variety of contexts; moving children out of orphanages to safety, and reforming childcare systems from the top down to make family-based care the norm.

- In Romania we contributed to reducing the number of children in institutions by 94% and galvanised government commitment to close all remaining institutions by 2026.
- With our support, the government of Bulgaria is reforming its childcare protection system, attracting EU funding for the closure of 13 institutions for children under three.
- In Rwanda, our strategic direction led to the first orphanage closure in the country. Now the government has agreed a national strategy to close all institutions.

- Our Advocacy team influenced governments on a new Resolution on the Rights of the Child, which led to 193 member states of the UN agreeing that for the first time in history orphanages need to be eliminated. At the EU, major funding regulations now all include clear references to care reform, specifically promoting “the transition from institutional to family and community-based care” for which we have consistently advocated.
- In South Africa, Nepal and India, our work demonstrated the value of family alternatives, influencing governments to expand orphanage closure programmes across these countries.

2021: Our Achievements



- We work across 9 countries. In 2021, we worked in 64 orphanages - closing 7 for good - and we prepared over 2,500 children to return to their own families or new loving families. Thousands of children and families from future generations will be saved from ever living in orphanages because of the essential, family-focussed services we set up with local partners.
- In 2022, in **South Africa**, we secured a moratorium that prevents any child under three from being confined in an orphanage anywhere in Gauteng Province, the country’s most populous and influential. This contributed directly to the closure of 43 orphanages.
- In **India**, with our support and influence, the state of Odisha piloted the development of care plans which focus on prevention, gatekeeping and family strengthening services in ten districts – early steps in their departure from institutionalising children.
- In **Bulgaria** we influenced and supported the launch of the plans to roll out the EU’s Child Rights Guarantee which will have wide-ranging, positive impacts on the lives of many more children than we will ever be able to work with directly.

- In the wake of the invasion of **Ukraine**, we dramatically scaled up our efforts in Eastern Europe with the aim of averting a child protection emergency of epic proportions. In Ukraine, between February and September, we delivered help directly to 13,187 families with 24,190 children, with many more benefiting since then. At the same time, we have been influencing the European Commission to make a full commitment to eliminating Ukraine's and Moldova's orphanages a condition of their accession as an EU member.
- We helped to secure the Kigali Declaration of the **Commonwealth** on Children's Care and Child Protection Reform, June 2022. This text, agreed unanimously by the 54 countries of the Commonwealth, is a significant milestone to expand our advocacy influence and win cross-country commitment to care reform.
- In **Kenya**, our influence helped see the approval of the government's National Strategy for reform, and we hosted a high-level delegation from Nairobi in Rwanda to begin converting those plans into action.
- In 2022 we raised more than **£15m of income** for our work.



Looking Ahead

Despite enormous challenges, we've never stopped fighting for what's right for children. In the coming years, Rwanda, Bulgaria, Romania, and Moldova are on track to have closed ALL their orphanages. And we'll upscale our work across India, Nepal, South Africa, Kenya, and Ukraine to support overhauling their childcare systems.

With UN and EU policies and funding now supporting family-based care, our attention will turn to ensuring that governments and international bodies make good on their commitment to children.

We have recently launched our strategy and refreshed branding. With a greater focus on partnerships which catalyse greater change than we can achieve alone, we're gearing up for our biggest battle. Over the next 10 years, we're going to shift policy makers, business, and public opinion to the vital tipping point – recognising orphanages are an unacceptable way to care for children.

With our determination and the hope that has powered us for 30 years, we can achieve our vision of a world without orphanages.

Role Profile and Person Specification

Role Responsibilities	
Job Title:	Senior Grants Partnerships Manager (Institutional Funding lead)
Grade:	Grade 3
Hours:	37.5 hours (will consider 30 hours / 4 days a week)
Location:	London or Salisbury office based, with flexible home working arrangements
Reports to:	Global Head of Institutional and Grant Partnerships
Responsible for:	Providing leadership across the organisation on all aspects of the institutional funding cycle.
Role Purpose and Role Dimensions:	<p>To manage and grow Hope and Homes for Children (HHC)'s grant relationship with Institutional Funders (IF), such as the Foreign, Commonwealth and Development Office (FCDO), European Union, and USAID, including leading on donor relationship management and reporting for existing grants; identifying new opportunities; and leading and supporting the development of strong applications alongside country programme colleagues and key members of the Marketing, Communications and Fundraising and Programmes teams to secure new funding,</p> <p>To provide technical assistance on institutional funding, including to HHC's country programme colleagues.</p> <p>As a proactive member of the wider Grants Partnerships Team, you will also support other keys areas of our fundraising.</p>
Key External Contacts:	Key decision makers within FCDO, EC, USAID and other institutional donors, external fund managers and relevant network organisations working in global development.
Key Internal Contacts:	<ul style="list-style-type: none"> • The Global Head of Institutional and Grants Partnerships and colleagues across the International Programmes Team. • Grants Partnerships Team • The Director of Global Marketing, Communication & Fundraising Department and key members of the wider Fundraising team • The Director of Programmes and Director of Global Advocacy and other relevant members of their teams • The Chief Operating Officer and members of the Resources team • The Chief Executive
Financial Dimensions:	<ul style="list-style-type: none"> • Responsible for raising an agreed level of net income from international donors, such as FCDO.
Key Areas for Decision Making:	<ul style="list-style-type: none"> • Expenditure related to function
Other Considerations:	<ul style="list-style-type: none"> • Some flexibility may be required to respond to peaks of work around key deadlines, with time off in lieu granted. • Occasional travel within the UK including to HHC's offices in London and Salisbury. • If required, to undertake occasional international travel to support the development of reports and applications to international donors.

Key Accountabilities	Key Elements	% of Time
Oversee HHC's grant funding relationship with the FCDO, USAID and EU	<ul style="list-style-type: none"> • Contribute to an agreed level of net income for MCF Department. • Co-ordinate all HHC contact with Institutional donors, including the FCDO, ensuring timely delivery of grant claims, progress reports and updates for UK-signed contracts and provide technical support to colleagues for locally managed institutional donor funding. • Working with in country teams and the International Programmes Team, lead the development of project reports which meet donor requirements. • Identify, devise and take advantage of opportunities to build relationships with key contacts at institutional donor agencies and with external fund managers and support colleagues across the organisation to develop relationships with institutional donors. • Ensure that institutional donor records are recorded accurately on the fundraising database the Raisers Edge. • Keep all internal stakeholders, including the Global Head of Institutional and Grants Partnerships, informed about key deadlines and areas of work. • Take responsibility for meeting any institutional donor requirements as outlined in relevant contracts/agreements (including preparation and submission of data to IATI) and provide donor compliance support to colleagues across the organisation to successfully manage institutional donor funding. 	25%
Lead the development of new applications to Institutional Funders to secure funding	<p>With support from the Global Head of Institutional Funding and Grants Partnerships and in conjunction with team colleagues and key members of the International Programmes Team:</p> <ul style="list-style-type: none"> • Identify and scope new opportunities to secure funding from institutional donors. • Work cross-organisationally to coordinate the development and submission of applications to institutional donors to secure new funding, ensuring that applications are a strong fit to both donor and HHC plans. • Contribute to an agreed level of net income from institutional and in country donors. • Keep all internal stakeholders, including the Global Head of Institutional and Grants Partnerships, informed about opportunities, key deadlines and areas of work. 	60%
Contribute to HHC's wider engagement and discussions with Institutional Funding agencies	<ul style="list-style-type: none"> • Maintain an up-to-date knowledge of institutional donors' current and emerging priorities and strategy, sharing relevant information internally. • Represent HHC at external meetings. • In conjunction with HHC's advocacy team and Chief Executive, contribute to wider advocacy and engagement efforts with donor agencies. 	15%
Play an active role in the Grants Partnerships, MCF and wider HHC teams	<ul style="list-style-type: none"> • Work as part of the MCF team to champion and proactively progress the delivery of HHC's organisational strategy, through your active contribution to delivering the MCF strategic plan. Take responsibility for identifying opportunities and addressing or where appropriate, escalating the need to address barriers to success as part of your own and wider team efforts. 	

- In line with your specific role requirements, expertly use HHC's supporter database to preserve organisational memory by ensuring it accurately reflects all relevant information about our interaction and understanding of our supporters so that it can be leveraged as an effective tool in support of our fundraising.
- Apply appropriate project management principles and practice to your work independently and with others to enhance the successful delivery of projects and activities, ensuring monitoring, evaluation and learning to optimise future investments.
- Operate as a brand ambassador for HHC, equipping yourself with the knowledge and understanding to be able to confidently and competently represent HHC in all settings.
- Keep up to date with the Marketing, Communications and Fundraising landscape and relevant codes of practice and legislation related to your own and the wider work of HHC.
- Identify your own learning and development needs and proactively engage your manager in assessing and agreeing the necessary support and approach to equipping you to deliver in your role successfully.
- Play an active role in fostering a culture of commitment to HHC's vision, mission, values and People Plan.

Person Specification

Essential knowledge

- Understanding of global development issues.
- Understanding of the global development sector's current and emerging priorities, strategies and funding opportunities as they apply to HHC's priorities.
- Understanding of Institutional Donors' approach and expectations with regards to value for money, marginalised groups and stakeholders feedback amongst others.

Essential skills and abilities

- Strong technical fundraising skills including the ability to work with logical frameworks and complex budgets.
- Excellent verbal and written communication skills.
- Ability to be patient and persistent, with an eye for detail.
- Strong diplomatic and interpersonal skills – including the ability and confidence to network, persuade and negotiate effectively.
- Strong time management skills with the ability to be flexible with a variable workload which includes tight deadlines.
- Ability to project manage the development of large complex projects with multiple stakeholders.
- Collaborative, flexible approach and the ability to work as part of a team.
- Self sufficiency and ability to work on your own initiative.

Essential experience

- At least 5 years demonstrable experience of raising funds from the FCDO or other similar institutional funders, such as USAID, SIDA, EU, or Dutch MFA including grant management and proposal development.
- Demonstrable experience of working collaboratively with internal and external contacts to put together complex funding proposals to FCDO, USAID, EU, SIDA, Dutch MFA or other similar funders.
- Demonstrable experience of working with complex budgets and financial information and monitoring.

Desirable experience

- Demonstrable experience of using a relationship database.
- Experience of working directly with implementing partners in the development of proposals.

Special conditions

- Willingness to work out of office hours.
- If required, willingness to undertake occasional international travel.

Working at Hope and Homes for Children

We currently employ 250 people worldwide. Their diversity is at the heart of our remarkable, talented and successful teams. We have circa 55 members of staff based in the UK and the remainder based in Europe, Africa and Asia. Our work in the UK is supported by volunteers at the main UK office in Salisbury and a network of committed supporters and local fundraising groups who champion our work.

Our Marketing, Communications and Fundraising department has an incredible wealth of experience from across the corporate and charity sectors, including WaterAid, NSPCC, Marie Curie Cancer Care, Oxfam International, Bauer media, CRUK, Breakthrough Breast Cancer, Scope, The British Red Cross, Great Ormond Street Children's Hospital Fund and War Child.

The salary for this post is: £43,000 to £48,000 including any London weighting

This contract is: Permanent

Hours: 37.5 hours per week (5 days a week), with flexibility
(Will consider 30 hours / 4 days a week)

Location: Office based in London or Salisbury office, with home working /hybrid options available

Holiday entitlement: 25 days per year, plus UK bank holidays, pro rata. After two years, an additional day is awarded each year up to five years.

Our benefits: Hope and Homes for Children contributes 6% to its chosen workplace pension scheme when an employee contributes 4%

The probation period is: Six months

Next steps

To apply, please upload your **CV and a brief cover letter** indicating why you're interested in joining us and (reflecting on the role profile) why you believe your skills and experience make you suitable for the role.

The closing date for applications is **29th July 2023**. However, we will be **reviewing applications as they come in** and may close the vacancy early if we receive sufficient interest from high calibre candidates. So, please do not delay and get in touch as soon as possible if you have the right skills, experience and passion for our cause.

If you have any queries about this opportunity, please contact the HR team by email: recruitment@hopeandhomes.org and we'd be happy to help.

Important information relating to your application

We will keep your personal data carefully and within the requirements of the General Data Protection Regulations. Our Privacy policy is available here: <https://www.hopeandhomes.org/privacy-notice/>

- This post requires the post holder to have the right to work in the UK.
- Hope and Homes for Children has a responsibility to ensure that the children it is working with are protected and kept safe from any harm resulting from their involvement with our organisation. This post may occasionally involve contact with children and/or access to personal and sensitive information about children. Therefore, the recruitment and selection process may include specific checks related to child protection issues.
- HHC actively encourages equality and diversity and we look to recruit across age, gender, ethnicity and background as we believe diversity brings us closer to our mission of eliminating orphanages.

For more information about Hope and Homes for Children please visit our website at www.hopeandhomes.org.