



# **Role profile:**

## **Grants Manager**



## 1. Grants Manager, Open Rivers Programme

This is an exciting opportunity to be part of new ecological restoration programme that aims to enable many thousands of kilometres of rivers across Europe to flow freely again. You will be part of a small team and will support the Executive Director of the programme to manage the entire granting process from issuing calls for proposals, reviewing applications, contracting grantees, and overseeing the implementation of projects. The grants manager will also be expected to provide technical support to the programme and so should be educated in a related field (e.g. conservation, ecology, restoration, physical geography) and will ideally draw on work experience in related areas.

## 2. About the programme

The [European Open Rivers Programme](#) offers grants to restore rivers by supporting interventions that lead to the removal of dams and the restoration of river flow and biodiversity. It is administered by *Stichting European Open Rivers Programme*, a charitable foundation incorporated in The Netherlands. The programme is funded by [Arcadia](#) with a budget of €42.5 million over six years (2021-27).

The programme's vision is for: 'free-flowing rivers with healthy, diverse and connected ecosystems across Europe, which are enjoyed, valued, and protected by the communities that depend on them'. It will bring together and promote the work of the various bodies in the field to help reduce river fragmentation and conflict and build wider support for dam removal.

The programme will work towards this vision by offering three categories of grants with the majority of funds allocated to making direct impacts by demolishing dams in rivers. The three categories and the allocation of the re-granting budget is as follows: a) removing dams - 82% b) enabling others to remove dams - 12% c) enabling the European dam removal movement - 6%.

Applications will be accepted from any of the 51 countries of Greater Europe via two annual calls for applications. It is expected that the programme will support around 150 to 200 dam removal projects each year.

## 3. Organisation

The day-to-day operations of the programme will be managed by a small secretariat. The main positions include:

### Executive Director (ED)

The ED will manage and coordinate the general operations of the programme including all Stichting matters, the granting process, panels and advisory groups, communications, finances and reporting.

### Grants Manager/s

Support the ED to issue grants and oversee grantees in the implementation of their projects.

### Communications Manager

Support the ED to promote and communicate the programme and implement the agreed actions set out in the Communications Plan.

### Office Manager

Provide financial and administrative support to the ED and the general operations of the programme.

The ED is overseen by a Supervisory Board of three. The programme is further supported by the following two groups:

- A Programme Advisory Group (PAG) assists to ensure that the strategy of the programme is aligned with other similar initiatives dedicated to river restoration in Europe. Members include Dam Removal Europe, European Centre for River Restoration, European Environment Agency, Global Water Partnership, International Union for Conservation of Nature, Swansea University.
- An independent Grant Selection Panel helps to assess funding proposals and make recommendations on projects that should be supported.

## **4. Detailed job description – Grants Manager**

1. Provide administrative support to all aspects of the application process.

- Assist with the application process and deal with queries from applicants.
- Manage the [applications@openrivers.eu](mailto:applications@openrivers.eu) mailbox.
- Due diligence checks on applicants.
- Prepare for meetings of the Grant Selection Panel
- Prepare and submit decline letters.
- Prepare and submit Grant Award Letters for new grantees.

2. Provide administrative support to grantees.

- Create records for each applicant in the programme's bespoke Grant Management system (GMS) and ensure that the GMS is up to date.
- Be the main contact with grantees and troubleshoot during the implementation of grants.
- Monitor grant implementation.
- Process grantee payments

### 3. Provide technical support to the programme

- Provide input into the grant selection process to ensure that the programme supports projects that will have a highest possible potential ecological impact.
- Review technical progress reports.
- Provide input into communications materials e.g. reports, newsletters, presentations.

### 4. Assist to draft internal reports and Annual Reports to Arcadia.

## 5. **Person specification**

The programme seeks to be driven by the following principles:

- Be operated by an enthusiastic, professional, and motivated team.
- Implement strong governance frameworks.
- Take approaches that are underpinned by science.
- Communicate clearly.
- Be inclusive and collaborative.
- Operate with integrity and high ethical standards.
- Be open to innovative thinking and new ideas.

This is a part-time consultancy position with some flexibility on days worked. It is expected that the role will usually require around 24-32 hours of time / week and in busy periods could become full-time. The position will initially be offered to one individual, but it is expected that a second Grants Manager will be recruited in 2022.

All secretariat contractors are expected to work from their own office. It is therefore essential that the post-holder is self-motivated and comfortable working remotely away from a physical team. There will be opportunities for regular video meetings, and a file sharing system will enable easy communication between team members.

The ideal post-holder will enjoy some level of administration and will need to be highly organised, with the ability to pay attention to detail. They will ideally have some grant management experience (although not essential), have an interest and experience in nature and conservation (essential) and be a good communicator.

## 6. **Application procedure**

Send a CV and one page covering letter outlining why your skills and experiences are suitable for this role to Jack Foxall, Executive Director, ([jack.foxall@openrivers.eu](mailto:jack.foxall@openrivers.eu)). Closing date for applications: 12<sup>th</sup> November 2021.