



Senior Grants Manager (technical)



1. The opportunity

This is an exciting opportunity to join a small team and be part of an ecological restoration programme that aims to enable many thousands of kilometres of rivers across Europe to flow freely again. You will oversee the entire granting process from issuing calls for applications, reviewing applications, contracting grantees, and managing live projects. You will lead on providing technical support to the programme and you should have a good understanding and experience of barrier removal projects.

2. About the programme

The [European Open Rivers Programme \(ORP\)](#) 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 eight years (2021-29). Grant applications are accepted from any of the 51 countries of Greater Europe via calls for applications throughout the life of the programme.

ORP'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'. We work towards this vision by offering several categories of grants, with most funds allocated to preparing for and removing small dams from European rivers.

As at January 2024, ORP had issued 81 grants, amounting to €5.74 million, and supported 54 organisations in 30 European countries.

3. Our team

The day-to-day operations of the programme are managed by a small team composed of the following positions:

- Executive Director
- Senior Grants Manager (this position)
- Grants Manager
- Project Manager
- Communications Manager
- Finance Administrator

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

- An independent Grant Selection Panel (GSP) helps to review applications and make recommendations on projects that should be supported.
- A Programme Advisory Group (PAG) assists to help ensure that the strategy of the programme is aligned with other similar initiatives dedicated to river restoration in Europe.

4. Terms and conditions

Contract type	Consultancy
Start date	As soon as possible
Duration of contract	One year, with potential to extend
Remuneration range	€400 - €525 per day, depending on experience
Hours of work	4 days (32 hours) / week
Location	This is a 100% homeworking position with an occasional need for European travel. You must be based in Europe.

5. Job description

Job title	Senior Grants Manager
Reports to	Executive Director
Key relationships	Overseeing the Grants Manager on a day to day basis and working closely with other members of the ORP team, Grant Selection Panel, applicants, and grantees
Purpose	Provide technical support to the programme and manage the day-to-day activities of the grants team.

Main Responsibilities

1. Oversee the grant application, shortlisting, and award process with the intention of identifying and supporting projects that best meet the programme's mission and the expectations of the donor.
2. Oversee the Grants Team, including the Grants Manager and the delivery of their responsibilities. Take a lead in the management of the tasks assigned to the Project Manager.
3. Lead on the technical oversight and risk management of applications and supported projects.
 - Oversee the grant selection process to ensure that the programme supports projects that are technically sound and will achieve the highest possible potential ecological impact.
 - Work with the Executive Director and Grants Manager to complete due

diligence checks on applicants.

- Lead on the review of technical progress reports from live grantees and ensure that projects are on track. Flag grants of concern with the Executive Director.
 - Oversee responses to technical queries.
 - Provide technical input to reports to the donor and Supervisory board and to other programme communications materials, as required.
4. Play a leading role in the planning and delivery of technical projects including:
 - Development of dam removal hotspots and support to projects in hotspot areas
 - Overseeing mechanisms to enable grantees to share lessons learnt and best practices.
 5. Support other areas of the programme such as communications, finance, and administration, as needs dictate.
 6. Work with other team members to ensure that internal procedures and processes are continuously improved, including software used to manage the programme.
 7. Engage with grantees and the wider community to network, share lessons and to help promote the programme.
 8. Attend key conferences and events to communicate the programme, it's mission and impacts.
 9. Attend GSP and PAG meetings with the Executive Director.

6. Person specification

Important

It is essential that you are set up as self-employed (able to operate as a contractor) to be contracted for this role. All secretariat contractors are expected to work from their own office.

The ideal post-holder will possess the following skills, knowledge and experience and behavioural qualities:

Knowledge and experience

- Strong technical understanding of barrier removal and river restoration.
- An advanced degree or equivalent qualification in nature conservation/ecological restoration, environmental engineering, or natural resource management.
- At least 10 years of work experience working in a related role.

Skills and interests

- A keen interest in nature restoration, ideally river restoration.
- Excellent people management skills
- Excellent project management skills.
- Excellent prioritisation and time management skills, with ability to work to multiple deadlines with a clear focus on the delivery of outputs.
- Ability to plan and think strategically.
- Excellent written and verbal communication skills.
- Fluency in written and spoken English.

Behavioural qualities

- Be comfortable working from home.
- Self-starter, able to work well under own initiative and 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).
- Build positive personal and organisational relationships.
- Ability to deal with challenges in a pragmatic way.
- Culturally sensitive.
- Team player, demonstrating ability to seek out and harness views and contributions of others.
- Commitment to organisational and legal compliance and to responsible management of donor funds.

ORPs values

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

7. How to apply

Applications should be submitted electronically to Christiane Llaca, applications@openrivers.eu

All applications must contain the following:

- A one-page covering letter outlining why you are suitable for this position and how your skills, interests, knowledge, and experience suit this role. You must be able to demonstrate that you have a strong technical understanding of barrier removal and river restoration.
- A full CV outlining your education and work experience.

Please mark your application '**Senior Grants Manager application, Open Rivers Programme**' and indicate in your covering letter where you saw the position advertised.

The closing date for applications is **17:00 CET on Monday 27th May 2024**.

Interviews are likely to take place (by Zoom) during the week commencing **10th June 2024**.