

THE SIGRID RAUSING TRUST

Job Description

Position Title:	Programme Manager – Open Societies
Location:	Based in London, some UK and international travel
Reporting to:	CEO
Management responsibility	Line management of 2 Programme Staff
Salary:	£78,000 - £82,000
Contract terms and hours:	Permanent, 37.5 hours per week

About the Trust

The Sigrid Rausing Trust is a grant-making foundation based in London. Founded in 1995, its purpose is to promote the values and principles of human rights and the rule of law, and to preserve nature from further degradation. In pursuit of these goals, the Trust has committed over £600 million to groups all over the world. The Trust's grant-making is organised into three main programmes: Human Rights and the Rule of Law, Open Societies, and the Environment. We also run a number of strategic initiatives, supporting groups working to address shared goals. The Trust's programming focuses on Central and Eastern Europe and Eurasia.

Purpose of the role

The Programme Manager will lead the Open Societies grant-making programme, which encompasses: Freedom of expression and public interest media; Freedom of association and civic participation; and Corruption and undue influence.

Key responsibilities

Programme management

- Support the Trust to manage and develop strategic direction for the Open Societies Programme, looking for opportunities where funding can make a tangible difference, and in line with the Trust's values
- Maintain a strong working knowledge of programme and regional developments, providing in-house expertise on programme areas
- Identify potential grant applicants by researching organisations in the field, scoping, networking and attending relevant events
- Ensure grant-making approaches remain responsive, ethical and effective in complex and high-risk contexts
- Review submitted applications, undertake due diligence of applicants, prepare analytical reports and develop grant-making recommendations
- Review reports submitted by grantees, evaluate and report on the impact of grants
- Manage the grant making pipeline within the programme to ensure an appropriate balance across the monthly grant-making meetings and in line with budgets
- Maintain relationships and regular communication with grantees, including virtual or in person meetings, site visits and attendance at events
- Develop relationships with other donors and stakeholders in the field
- Work collaboratively with colleagues on cross-cutting areas as required
- Represent the organisation externally in relation to the programme focus area

People management

- Line management of two experienced Programme Officers

General

- Develop and maintain up to date understanding of grant-making good practice
- Undertake own administration in line with organisational policies and protocols
- Undertake other activities that the Trust may reasonably require

PERSON SPECIFICATION

Knowledge, qualifications and experience

- At least five years of relevant experience, including line management with progressively increasing responsibility;
- Expertise in the Open Societies Programme priority areas: freedom of expression and public interest media; freedom of association and civic participation; corruption and undue influence;
- Significant experience of working in the Trust's focus regions (Central and Eastern Europe and Eurasia) – experience living in the region is an asset;
- Good working knowledge of written and spoken Russian or Ukrainian;
- Knowledge and experience of good grant-making practice, including due diligence, risk management, compliance and impact assessment;
- Experience of developing and managing relationships with civil society in the Trust's focus regions;
- Excellent communication skills, including ability to produce concise, well-evidenced written and verbal briefings;
- Strong attention to detail;
- Experience managing budgets and forecasts;
- Understanding and experience of effective people management and development;
- Interest in the focus, values and principles of the Trust.

Personal qualities

- Capable of building strong working relationships with colleagues, grantees, Trustees and external partners.
- Adaptable and confident in managing a programme, and able to respond effectively to emerging challenges and opportunities.
- Approachable, credible and trustworthy, contributing a culture of respect and mutual accountability.

Other requirements

- The post will be based in London and will require ad hoc travel in the UK and internationally;
- At least 2 days in the office per week (Tuesday, Wednesday, Thursday);
- SRT is only able to consider applications from candidates who already have the right to live and work in the United Kingdom.