

Grants Compliance & Reporting Coordinator

Starting Date: 01.04.2022
Contract type: Permanent, open-ended
Salary: 35,000 – 40,000 GBP
Location: London, United Kingdom
Application closing date: Midnight 31.01.2022 GMT

Background

Better Cotton is the world's largest cotton sustainability programme. Our mission: to help cotton communities survive and thrive, while protecting and restoring the environment. In challenging times, we are meeting the challenge head on. Through our network of field-level partners we have trained over 2.5 million farmers - from the smallest to the largest - in 23 countries in more sustainable farming practices. A quarter of the world's cotton is now grown under the Better Cotton Standard. We have united the industry's stakeholders behind our efforts, from ginners and spinners to brand owners, civil society organisations and governments. Everyone who cares about cotton and its sustainable future can now be part of something better.

About this role

Better Cotton is now seeking a Grants compliance and reporting coordinator to manage all phases of Better Cotton grants from award through to close-out; including contracting, grants administration, reporting, compliance and audit. The role will support other areas of work in the Fundraising team and will report to the Director of Fundraising. This challenging role offers excellent opportunities for personal and professional development, together with a competitive benefits package.

Responsibilities

Contracting and Due Diligence

- Coordinate donor due diligence requirements and contracting of grants
- Manage contracting with grant partners/sub-grantees – develop MOUs in collaboration with project lead
- Oversee Better Cotton's contract signing process and contribute to timely processing of contracts from all parties.
- Participate in contract negotiations and ensure contracts serve Better Cotton's best interests, flagging and escalating issues where necessary.

Grant monitoring and compliance

- Ensure grants or contracts are well administered in full compliance with donor regulations to support timely and on-budget implementation.
- Carry out regular grant monitoring, using appropriate grant management tools and tracking of budget vs expenditures.
- Host regular grant management review meetings
- Participate in project kick-off meetings
- Oversee a comprehensive information management and filing system, ensuring donor contractual documents, reports, and key correspondences are filed.
- Coordinate grant revisions, modifications, no-cost extensions, or budget realignments in conjunction with the implementation/project management team.
- Proactively identify compliance risks and advise finance, project teams, programmes and Director of Fundraising of necessary actions.
- Collaborate with the Grants Finance manager on grant-related financial procedures required by donors and auditors.
- Coordinate Better Cotton’s registration and compliance for Zewo.
- Ensure donor visibility requirements are met.

Reporting

- Coordinate all external reporting to ensure timely delivery of reports
- Develop reporting templates that meet donor expectations
- Follow up and compile reports from grant partners/sub-grantees
- Coordinate closure process and responding to donor administrative queries

Team and administrative support

- Support fundraising efforts in designated thematic and country areas as needed
- Ensure partner due diligence during proposal development and contribute towards risk matrix
- Contribute materials to communication pieces in order to build Better Cotton as a well-known and respected brand within and beyond the sustainable cotton sector
- Managing Salesforce processes and ensure salesforce is a useful grant management tool (updating salesforce fields, conduct necessary training for team)

Profile

The selected candidate will have the following skills, knowledge, and experience:

Skills and Knowledge
Essential
Excellent understanding of grant cycle management
Previous experience in managing a diverse portfolio of grants
Excellent knowledge of current donor regulations and compliance requirements
IT literacy, to include: Word; PowerPoint; Excel; Outlook
Experience in basic programmatic budget development
Attention to detail
Organised and methodical
Strong project management and coordination skills: organisation, time management, ability to work independently
Comfortable working to multiple deadlines with the ability to prioritise tasks

Positivity, determination and resilience
Demonstrated interest in sustainability and international development including but not limited to child rights, worker’s rights, gender equality, water stewardship, biodiversity, farmer training programmes or sustainable agriculture.
Desirable
Knowledge of the agriculture sector
Grant management/project management qualification
Knowledge of Salesforce
Ability to read and present ‘audited accounts’
Ability to escalate and delegate
Fluent in French or other languages relevant to Better Cotton’s work: Portuguese, Turkish, Mandarin, Hindi, Urdu

Working arrangements

The position is full-time (40 hours per week) and will be based in the London office. Better Cotton offers flexible working, with core hours being 10am – 4pm and the option to work from home one day per week.

Travel will be required

Applications

Interested applicants with the required attributes are asked to send, in English, a detailed CV and a brief cover letter (2 pages maximum) to Better Cotton by email with subject “**Application for Grants compliance & Reporting Coordinator**” to: recruitment@bettercotton.org

Application deadline: 31 1 2022

We thank all applicants for their interest; however, only candidates short-listed for a telephone interview will be contacted. Better Cotton is an equal opportunity employer and is committed to good practice and transparency in the management of natural, human, and financial resources.