



Grant Manager (ESMS)

BLUE ACTION FUND is searching for a: Grant Manager

REPORTS TO: Executive Director

LOCATION: Berlin

SALARY: Competitive

CLOSING DATE: 31 August 2023

START DATE: As soon as possible

CONTRACT: Full time preferred, part time possible, 2 years contract (with the potential of extension, if possible).

ABOUT BLUE ACTION FUND

Blue Action Fund (hereafter 'Blue Action') is a foundation financed with public funding from Germany, Sweden, France, Norway and Ireland as well as the Green Climate Fund that seeks to conserve marine biodiversity for future generations and to improve the lives of local people today. We pursue that mission by making targeted grants to non-governmental organisations (NGOs) active in the Global South. The projects we support work on marine protected areas (MPAs) and their buffer zones, targeting the most sensitive coastal waters of Africa, Latin America and Asia/Pacific, and focus on measurable outcomes in two areas:

- Newly established or better managed MPAs or networks of MPAs that result in conservation of biodiversity;
- Enhanced livelihood conditions and food security.

Our grant-awarding process is based on Calls for Proposals only. Since Blue Action's creation in 2016, we have launched several Calls for Proposals and signed more than 20 grant agreements. Our grant portfolio is expected to expand further in the coming years. Blue Action is looking for a Grant Manager to support with the administration and management of its growing grant portfolio.

THE ROLE

This position is primarily focused on grant management with a support function for Blue Action Fund's Environmental & Social Management System ([ESMS](#)). Your main area of responsibility will be grant management: this part offers the opportunity to administer, manage and drive a growing grant portfolio of marine conservation projects in developing countries within one of the leading organisations funding marine conservation globally. You will manage independently several grants in close cooperation with Blue Action's Programme Team and Management Board. As a contact person for several grantees you will be responsible for conducting due diligence checks, reviewing payment requests, reporting by grantees, scheduling and commissioning external reviews by evaluators, proper documentation and communication about the grants as well as providing general support to the grantees to comply with funding requirements throughout the entire grant cycle. Furthermore, you will assist grant applicants with the application process that includes the development of full proposals and finalisation of grant agreements.

In addition to the grant management function, you will work with the environmental and social safeguards team at Blue Action. Your responsibilities include reviewing environmental and social safeguard-related outputs, such as screenings, scopings, assessments and safeguard

instruments ranging from stakeholder engagement plans, grievance mechanisms to Free Prior Informed Consent. You will also contribute to the further refinement of Blue Action's ESMS regarding any pertinent risk issues, such as the restriction of access to natural resources, security risks related to law enforcement activities, and others. Your tasks also entail the monitoring of E&S risk management within running grants, advising applicants and grantees on the Blue Action Safeguarding Principles & Requirements as well as use of our tools and templates. Within a small team you will be ready to support any tasks that might need to be addressed.

KEY RESPONSIBILITIES

Grant Management:

- Support grant applicants with the application process, ranging from the development of full proposals to the finalisation of grant agreements, and ensure that these meet Blue Action's expectations and requirements.
- Review and assess reporting from grantees.
- Administer, verify, initiate and monitor payment requests.
- Ensure compliance with Blue Action Fund's requirements and policies, e.g. procurement policy (no-objecting subcontract templates, assessing requests for procurement exemptions), among others.
- Respond to individual questions from grantees.
- Conduct due diligence checks on potential grantees (signature verification, exclusion of terrorism lists, financial due diligence, etc.).
- Initiate and oversee external consultancies for reviews of grants.
- Assess potential extensions and revisions of grant agreements and elaborate proposals for consideration of the Management Board.
- Support grants' communications, e.g. through Grant Fact Sheets, filing of photos and videos and other communication-related tasks.
- Contribute to funders' reporting, including to the Green Climate Fund.
- Any other tasks as requested by the Executive Director and Programme Director.

E&S Management:

- Work with the ESMS team to ensure grantees' compliance with Blue Action's Environmental and Social Safeguard policies.
- Advise and support NGO grant applicants through the entire risk assessment cycle.
- Review of screenings, scopings and Environmental & Social Assessment (ESA) results, safeguard instruments and any other E&S-related outputs.
- Review E&S reporting/monitoring by grantees.
- Provide advice to grant managers related to E&S issues in grants.
- Design and conduct training sessions on E&S matters (externally and internally).
- Contribute to necessary improvements to Blue Action's ESMS.
- Further strengthen gender equity within Blue Action's Grant Programme.

KEY QUALIFICATIONS

All candidates for the position must provide evidence of the following:

- At least 3 years of experience in grant or project administration and management.
- Bachelor's degree (minimum requirement) in a relevant discipline, such as environmental studies, international development, marine biology, ocean science, public administration, anthropology, sociology, etc.

- Knowledge of environmental and social safeguards in conservation projects; knowledge of international standards/frameworks, such as WB ESS or IFC PS; knowledge of/experience with common E&S risks in terrestrial or marine conservation.
- Experience in the field of development cooperation and/or nature conservation in the Global South.
- Understanding of various stakeholders such as grantees, project stakeholders/local communities, and donors, and passion for the demanding and multi-faceted work in marine conservation and development.
- Excellent language skills in English (both oral and writing). Please note that English is the working language of Blue Action.
- Proficiency with Microsoft Office.
- Adaptability to frequently changing project requirements and needs.
- Ability to travel to project countries.
- A work permit for Germany.

In addition, experience or knowledge in at least some of the following areas is desirable:

- Marine conservation/sustainable livelihoods/Ecosystem-based Adaptation.
- Working with NGOs and/or funding institutions.
- Additional language skills (Spanish, Portuguese, French).

ABOUT YOU

You are an energetic, self-starting individual who is able to work independently and within a small team. You are detail-oriented and process-minded but are also flexible enough to enjoy working for an organisation that is still evolving. You may come from the NGO, foundation, public administration or private sector, but you should have experience in grant/project administration and management as well as environmental and social safeguarding. You are comfortable working in a small organisation and understand that this means every day is different. Your key partners are situated around the globe and require excellent skills of remote and intercultural communications. You are very well-rounded and have a passion for learning and doing new things. You are ambitious, creative, helpful, and have a good sense of humour. You have written and spoken fluency in English. You are able to travel nationally and internationally.

APPLICATION PROCESS

Expressions of interest should be submitted electronically, in English. Please include in a single pdf document:

- a letter of motivation (not more than one page) indicating your salary expectations and two references,
- curriculum vitae.

In addition, please submit a memo (max. one page) what you regard as potential key challenges for Blue Action to meaningfully contribute to the Convention on Biological Diversity's global framework target to ensure that at least 30% of marine areas are conserved through effectively and equitably managed, ecologically representative and well-connected systems of protected areas and other effective area-based conservation measures.

Please send the entire application to info@blueactionfund.org, indicating in the subject line *[Your name] Grant Manager (ESMS)*. Deadline: 31 August 2023