

Position Title: Programme Officer/Senior Programme Officer – Human Rights

SIGRID RAUSING TRUST

About the Trust

The Sigrid Rausing Trust is a grant making foundation based in London whose purpose is to promote the values and principles of human rights, equality and the rule of law, and to preserve nature from further degradation. Since its inception in 1995 the Trust has made grants totalling over £350m. The Trust awards around 300 grants each year, and has a current annual budget of approximately £40 million. Its Trustees have a particular interest in supporting organisations in Europe (particularly Central and Eastern Europe and the Balkans), the former Soviet Union, and a range of countries in the Middle East, North and Sub-Saharan Africa. Most of our funding is unrestricted general or core organisational support. We believe in long-term unrestricted support, allowing our grantee partners to decide for themselves how best to allocate funds.

Purpose of the role

To advise the Trustees of the Sigrid Rausing Trust on their human rights grantmaking. The Programme Officer / Senior Programme Officer will lead on the development of our Xenophobia and Intolerance programme which currently has a grant-making budget of 2 million pounds per year. This programme focuses on three strands: (1) Refugee rights, (2) Combating discrimination on grounds of ethnicity/ religion, and (3) Tackling xenophobic and intolerant attitudes. The Programme Officer/Senior Programme officer may also support one of our other human rights programmes, depending on organisational need and individual experience.

Relationships and reporting lines

The Programme Officer/ Senior Programme Officer will report to a Programme Manager for human rights, and will work closely with the Deputy Executive Director on the Xenophobia and Intolerance programme. Key relationships include interaction with Trustees and the Executive Director, as well as collaboration with the Trust's other programme officers and administrative staff.

Working for the Trust

The Trust is committed to staff development. We offer various opportunities for staff to learn and develop, including an individual training budget, and management devoted to coaching and development as a grant maker. We encourage staff to attend events such as

conferences, expert and donor meetings, to keep abreast of the developments in the human rights and philanthropic fields.

The Trust is committed to being a good practice employer. We offer flexible working arrangements and are currently undertaking a wide-ranging review of staff benefits.

Main duties and responsibilities

The post holder will be expected to manage all stages of the grant making process, from invitation to application, award and reporting.

Programme Officer Duties:

- Managing and making a significant contribution to the strategic direction of the Xenophobia and Intolerance programme;
- Liaising with staff and Trustees on the overall approach to the portfolio;
- Identifying potential grant applicants by researching organisations in fields of interest to the Trust, networking and attending relevant events;
- Providing expertise on migration and non-discrimination internally within the programme team;
- Reviewing submitted applications, interviewing potential grantees, undertaking due diligence and preparing analytical reports and recommendations to the Trustees;
- Reviewing reports submitted by grantees, evaluating and reporting on the impact of grants and signing off on grant payments;
- Managing the grant making pipeline to ensure efficiency of processes and an appropriate balance of recommendations across the Trust's grant making meetings;
- Maintaining relationships and regular communication with grantees, including site visits and attendance at grantee events;
- Keeping informed of developments in relevant fields;
- Developing relationships with other donors and stakeholders in the field; and
- Representing the Trust externally at national and international conferences.

Other Duties:

- Carrying out similar duties for other programme areas as needed;
- Conducting research into particular thematic or funding related issues relevant for the Trust as needed;
- Such other duties as the Trust may reasonably require.

QUALIFICATIONS AND EXPERIENCE:

Education:

- Master's degree or equivalent experience in a relevant field.

Experience:

- At least seven to ten years of experience, ideally on migration, anti-discrimination and/or combating xenophobia;
- Experience of working in different national and regional contexts, preferably including at least one of the Trust's geographic focus areas;

- Demonstrable commitment to furthering the Trust's vision;
- Knowledge of working with international and regional human rights mechanisms as they pertain to issues addressed by the Xenophobia and Intolerance portfolio;
- Experience of developing and managing relationships with civil society;
- Demonstrable interest in migration, non-discrimination and combatting xenophobia and a commitment to supporting movements in these areas;
- Prior experience of working in the civil society, legal or donor sector ideally on migration, anti-discrimination and/or combating xenophobia.
- Experience of grantmaking is desirable.

Key Competences and Skills:

- Adaptability and flexibility;
- Organised, with the ability to prioritise and manage competing demands;
- Ability to think strategically about opportunities for grantmaking in the given fields;
- Good judgement, demonstrating objectivity and self-awareness;
- Excellent written and oral communication skills;
- Analytical, with excellent research skills;
- An understanding of good grant making practice, including due diligence, effective grants management, legal compliance and monitoring and evaluation;
- Ability to meet deadlines and manage multiple tasks;
- Attention to detail;
- Collaborative, with good interpersonal skills;
- Takes initiative but knows when to seek advice and guidance;
- Integrity, humility and a sense of humour.

SRT is only able to consider applications from candidates who already have the right to live and work in the United Kingdom. The post will be based in London and will require travel up to a minimum of six weeks a year in the UK and internationally.

How to apply:

Please send a CV and cover letter to jobs@srtrust.org

Closing date for applications is 25th March.

We expect to hold interviews during the weeks of 6th and 14th April.