

Grant awards consultant, refugee entrepreneurs programme

Salary: £200 – 300/day

Location: Shoreditch

Start date: Immediate

Contract: Part-time freelance consultant, total 20 days

Contract length: Until late September 2019

Reports to: Director of policy and research

The role

The Centre for Entrepreneurs is looking for a grant award consultant to help identify – through a competitive application process – three business support organisations to deliver an exciting new programme boosting support for refugee entrepreneurs across the UK.

With the support of the government and a major grant-making foundation, the Centre is commissioning and evaluating tailored business support programmes for refugees in three cities across the UK. The aim is to build the evidence, resources, and expertise among business support organisations to help roll out such programmes nationwide.

Duties and responsibilities

The successful candidate will work with the Centre's director and a programme manager to:

- create a grant application process, with application form, supporting documents and scoring criteria;
- review, score and shortlist applications, presenting a final shortlist to the programme's expert steering group for approval;
- conduct due diligence on selected grant award recipients and issue grant agreements;
- draft and gain approval for grant agreements and supporting documentation;
- design a reporting mechanism that the programme manager will use to track programme delivery.

Experience and skills required

- Strong operational skills. Previous experience managing grant award processes is essential;
- Experience in managing contractual obligations in government and Big Lottery Fund-backed programmes is desirable;
- Strong written, oral and interpersonal communication skills;
- Fantastic attention to detail;
- Passionate about supporting entrepreneurship, with an understanding of the business support environment and an interest in refugee resettlement.

The organisation

The Centre for Entrepreneurs (CFE) is the UK's leading entrepreneurship foundation. We work to make the country more entrepreneurial. Our activities are grouped under four pillars:

1. Delivering entrepreneurial development programmes;
2. Researching the state of entrepreneurship and how to unlock potential in neglected groups, communities and locations;
3. Building thriving entrepreneurial communities;
4. Engaging and informing policy makers and the public.

In 2018, the Centre published '*Starting afresh: How entrepreneurship is transforming the lives of resettled refugees*'. The report makes a compelling case why refugees possess many entrepreneurial traits, how they can contribute to the UK as business founders, and how providing tailored business support can increase business survival, reduce public spending, and strengthen social integration.

The Centre has gone on to launch the Refugee Entrepreneurship Network – a global community of practitioners, researchers, foundations and policy makers working to increase the scale and impact of refugee entrepreneurship programmes.

To apply

To apply for this position, please send your CV and a cover letter to Sabina Samek via sabina@centreforentrepreneurs.org. Applications without cover letters will not be considered.