



STELLA MARIS

Appointment of International Programmes and Grants Manager Candidate Pack

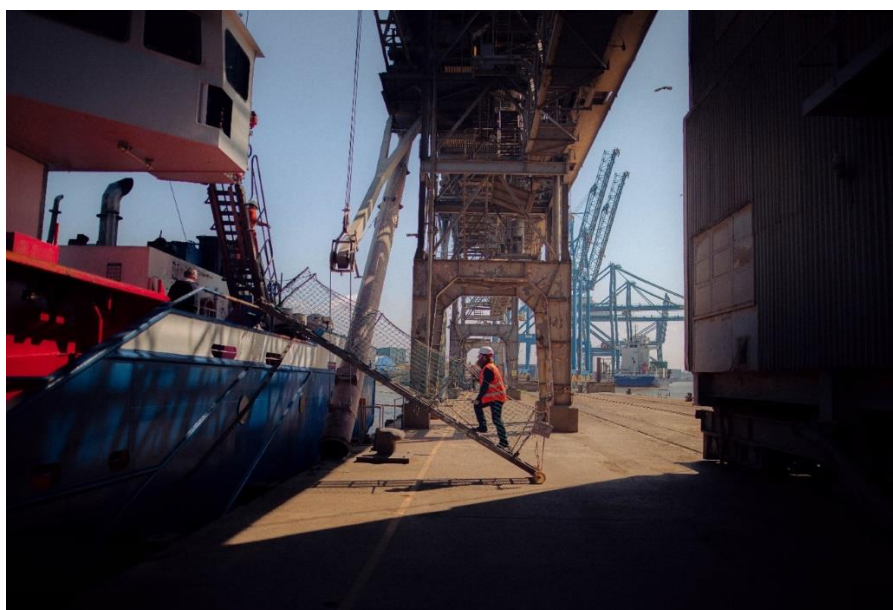


Contents

Welcome	2 - 3
Job Description	4 - 5
Person Specification	5 - 6
Salary and Conditions of Service	6
Recruitment Process	6 - 7
Key Dates	7

Thank you for your interest in this post. This information pack is designed to help you with your application. Please read it carefully before submitting your application. If you have any questions that are not addressed in this pack, then please contact:

recruitment@stellamarismail.org



Welcome

Introduction. Thank you for your interest in the role of International Programmes and Grants Manager at Stella Maris. Our name translates as the ‘Star of the Sea’ and has long been the favoured title by which Catholic seafarers refer to the Mother of God, in whose protection they have traditionally placed their trust.

History. Formerly known as Apostleship of the Sea, Stella Maris was founded in Glasgow in 1920 and ran large seafarers’ hostels in all the major port towns where seafarers could stay while their ships were in port. Since then, international shipping has changed dramatically and whilst the nature of our work may have evolved, our founding belief that every seafarer and fisher deserves fair working conditions, respect for their human rights and the very best we can offer remains at the heart of what we do.

Who we are. Stella Maris is the largest ship visiting network in the world, with over 1,000 chaplains and volunteers in 350+ ports across 50+ countries. Specifically, within Stella Maris UK, we employ a team of 22 chaplains supported by 75 volunteer ship visitors, and numerous parish contacts in the heart of local communities. Within the Management Team,

our support staff of 20 people are primarily based in our London office, with some members of staff working from Scotland and the Regions. As an organisation, we work extremely closely with the clergy, our sister maritime charities, as well as national and international maritime organisations and industry. As the founding member of Stella Maris, we also play a unique supporting role to the global Stella Maris network, helping overseas branches develop their capacity in fundraising, governance, training and formation, marketing and communications, and advocacy.

Mission. Our mission is to provide practical, pastoral and spiritual support to seafarers, fishers and their families regardless of creed, gender or ethnicity, primarily by ship visiting.

The Future. It is our goal to improve the first-class service we currently deliver, so that Stella Maris continues to grow to reach more seafarers, fishers and their families around the world. Our website (www.stellamaris.org.uk) provides further detail regarding our Mission and Values, and the difference we make to the lives of the 'People of the Sea.'

This role within the International Directorate:

The International Programmes and Grants Manager role is designed to support the growth and development of the Stella Maris global network by acting as the bridge between grant and institutional funders and local partners. This post offers an exciting opportunity to the holder to be able to work with our international partners to identify local needs, raise the necessary funds to meet them and oversee the implementation of the required programmes. The post holder will help develop the capacity of local partners while experiencing the whole life-cycle of projects. It is expected that applicants will have practical experience in at least one these key areas. Experience of both would be an advantage.

If you share our passion to support the People of the Sea and the mission of Stella Maris through international programme management and grant fundraising, we very much look forward to hearing from you.



Tim Hill MBE
Chief Executive Officer / National Director



Jonathan Heard
Deputy Director International

JOB DESCRIPTION

Title of post: International Programmes and Grants Manager

Responsible to: Deputy Director International

Hours: Four or five days per week to suit the right candidate

MAIN PURPOSES OF THE JOB

With its new international strategy and building on its successful response to the COVID-19 pandemic, Stella Maris in the UK is now taking a leading role in developing the capacity of the Stella Maris network worldwide. To help support this development, the charity created this role to steward and fund these activities, to oversee their implementation, and to coordinate the grant management between our Stella Maris partners around the world and our funders based in the UK and elsewhere.

This role is an excellent opportunity for those with, or want to develop, skills in project management, organisational strategy, trust fundraising and international development – and help this leading charity achieve its mission to support seafarers and fishers around the World.

DUTIES AND RESPONSIBILITIES

Main Duties of the Role:

In furtherance of Stella Maris' International Strategy, and to support the Deputy Director International, the post holder will:

- Support international partners in delivering projects and programmes in which Stella Maris UK is involved.
- Raise and manage unrestricted and restricted income from a portfolio of trusts, foundations and other grant-giving organisations to support the activities of the Stella Maris network internationally.

Core Responsibilities:

- Research and identify new charitable trusts and other grant-giving prospects that may fund the charity's current and future work overseas.
- Work with international partners to identify projects and programmes in need of funding in furtherance of Stella Maris UK's international strategy.
- Provide support to international partners to develop necessary plans or capacity to a point whereby projects can be submitted to funders.
- With international partners, prepare budgets to support fundraising applications.
- With international partners, write and submit high quality applications to potential funders within set deadlines.

- Support Stella Maris branches overseas in delivering grants, especially in ensuring adherence to reporting requirements to funders.
- Submit relevant monitoring and evaluation reports required by funders, ensuring high standards are consistently met.

No job profile can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time.



PERSON SPECIFICATION

Required Elements

- Excellent interpersonal skills and ability to build and maintain strong relationships with external partners.
- Ability to work with diverse audiences across different cultures.
- Excellent written and verbal communication skills.
- Ability to work flexibly and to use your own initiative.
- Ability to prioritise and manage multiple tasks with clear attention to detail.
- Successful track record of achieving targets and growth in trust and grant fundraising.
- Experience of researching trust and similar funders.
- Experience of developing budgets.
- Experience of crafting grant applications.
- Experience of providing detailed reports for a variety of funders/stakeholders.
- A commitment to the values and ethos of Stella Maris.
- A commitment to the provision of high quality service, best practice and best value in all aspects of the charity's operation.

Desirable Elements

- Experience of fundraising in an international setting.
- Strong strategic planning, project management and organisational skills.
- Experience of translating strategic aims into operational delivery.
- Strong commitment to team working and an ability to build strong, mutually beneficial relationships with colleagues across whole organisation.
- A confident and effective decision maker with the ability to work as part of a medium-sized fundraising and communications team.
- Resilient, determined and robust with a positive outlook.
- Dynamic and energetic personality with a high degree of personal drive and self-motivation.
- Desire to succeed, achieve results and make a difference.
- Confident in using IT software such as Microsoft office suite and CRM databases (e.g. Salesforce etc).
- Knowledge of the wider UK charity sector.
- Knowledge of the wider maritime sector.
- Understanding of the Catholic Church.

Salary and Conditions of Service

Salary: £38,000 per annum, pro rata.

Hours of work: Four or five days per week to suit the right candidate.

Location: Hybrid – Home & London office 1-2 days per week, with some international travel.

Leave arrangements: 28 days per annum plus bank and statutory holidays.

Pension: Stella Maris operates a pension scheme (up to 6% matching contributions). Full details, and terms and conditions of employment will be issued if an offer of employment is made.

Recruitment Process

If you would like to apply for this position, please send the following to:

recruitment@stellamarismail.org

- An up-to-date CV outlining your employment history, academic and professional qualifications, and contact details.
- A supporting statement (no more than 2 x A4 pages) demonstrating how you meet the criteria outlined in the job description and person specification and why you are interested in becoming the International Programmes and Grants Manager at Stella Maris.

Key Dates

Closing date for applications

Short listing

Candidates notified of shortlisting results

1st Round of Interviews in London

2nd Round of Interviews (if required)

2359 hours on 3 January 2025

Monday 6 January 2025

Wednesday 8 January 2025

Monday 13 January 2025

Wednesday 15 January 2025

