

Country Manager, HU

Location:	Budapest, Hungary with flexible working considered
Position:	Full time, Permanent
Reports to:	Trustees of the Badur Foundation

Based in London, the Badur Foundation is looking to appoint a Country Manager in Hungary. Established in 2011, the Foundation is a registered charity and grant-maker that aims to tackle poverty and improve the quality of life of marginalised communities through education and social enterprise. Furthermore, the Foundation addresses environmental challenges for a more sustainable future. We currently have three main areas of geographical focus – the UK, Hungary and Laos.

In Hungary, the Foundation supports locally embedded organisations that approach social problems in a sensitive and complex way. The Foundation is committed to participatory grant making, focusing on the voices of communities and beneficiaries being supported. We therefore work closely with a small number of organisations, giving them professional and financial help throughout the different stages of programme development, implementation and evaluation. We design our support in a collaborative way, working together with our partners to ensure the long-term sustainability of their programmes.

Further information about the Foundation's activities may be found on the website at www.badurfoundation.org.

We are committed to attracting, recruiting and retaining diverse candidates, as it's important that our team reflects the organisations and communities we support.

ABOUT YOU

We are looking for a highly motivated candidate who is devoted to working with and building capacity within communities that experience a high level of marginalisation and discrimination, in order to help them reach their full potential.

The candidate will work with various stakeholders within the non-profit and relevant sectors in Hungary, with fluency in English and Hungarian being essential. The individual will operate under the guidance of the Trustees, manage the Hungarian team, and work together with UK colleagues.

Core Responsibilities

- Lead participatory grant making, including coordination and development.
- Undertake programmatic research to identify areas of need and potential opportunities for the Foundation's work in Hungary.
- Build strong relationships with partner organisations and grant applicants, providing feedback and assistance where required.
- Proactively identify and assist prospective organisations to develop ideas into full grant applications.
- Carry out project visits and attend relevant events, representing the Foundation and its aims.
- Establish relevant relationships within the wider grant-making, non-profit and for-profit sector.
- Keep up-to-date knowledge of the non-profit sector, particularly issues affecting people in poverty and non-profit organisations including social enterprises.
- Produce regular progress reports on projects for the Board of Trustees.
- Manage the Hungarian team of the Foundation.
- Provide supervision and/or support where required, including preparation of grant agreements, contracts or board materials.
- Coordinate identified projects, design and complete monitoring and evaluation in line with the Foundation's policies and procedures.
- Complete all related grant administration, ensuring it is efficient and effective.
- Update and maintain the Foundation's website.
- Where relevant, work with the Foundation's staff and partners in the UK to support the transfer of knowledge between countries.
- This post will require travel across Hungary, occasionally involving overnight stays. This may also include travelling to visit organisations and colleagues in the UK.
- Carry out all such additional duties as are reasonably commensurate with the role.

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform.

Skills & Experience

- 10+ years' experience of working for a relevant not-for-profit setting in Hungary or abroad.
- Demonstrable experience of working on and implementing programmes with marginalised communities.
- Experience of participatory grant-making procedures and practices.
- Strategic thinking: Must be able to define objectives, develop an action plan, identify milestones, create timelines and deadlines.
- Managerial skills: Task management, prioritisation, delegation, task separation, scheduling and risk management.
- Planning skills: Analysis, conceptual skills, brainstorming, decision-making, logistics, problem-solving, flexibility and adaptability.
- Strong communication skills with the ability to establish good relationships and credibility with a wide range of stakeholders including community organisations, trustees, advisors, partners, grantees, and crucially beneficiaries in fragile, vulnerable and socially excluded communities.
- Computer skills: MS Office, Google Drive, spreadsheets, email, PowerPoint, databases, social media.
- Minimum BA degree
- Fluent in both Hungarian and English.
- Good writing skills in English.
- Driving licence (category B).

Other experience that would be advantageous but not essential to the role:

- Knowledge of issues of interest to the Foundation, especially on education and employment of people in deep poverty and/or Roma communities in Hungary.
- Experience of capacity building and organisational development.
- Experience of research and/or sector mapping.
- Knowledge/interest of social enterprises.
- Knowledge/interest of environmental issues.

COVID-19

All staff have been working from home during the pandemic in line with Government guidance. We return to our office when safe to do so, along with resuming visits to current and prospective grantees.

To apply, please submit an up to date CV and supporting statement to erzsebet.gulyas@badurfoundation.org by **Monday 24th January**.

Your supporting statement should address your motivation to apply for the role and how you feel your experience relates to the job description. Your supporting statement should be no longer than one side of A4 paper or 500 words. At the end of your supporting statement, please identify two professional references including their full names, their relationship to you, their current position and contact information. A phone number is preferable.

Budapest, 20th December 2021.