

Vacancy

The Red Cross Red Crescent Climate Centre is the expertise centre of the International Red Cross and Red Crescent in the field of climate change and climate disasters. The Climate Centre's mission is to help the Red Cross and Red Crescent Movement and its partners reduce the impacts of climate change and extreme weather events on vulnerable people.

(Temporary) Grants Assistant

Start date: October 1, 2025

Duration: 4 months (32-40 hours per week)

Position Description:

We are seeking a temporary Grants Assistant to provide essential support to our team during a period of high activity. This role will help ensure the smooth processing of grants and contracts, timely reporting, and overall operational continuity during our busiest time of the year. The position is expected to run through February 13th and will play a key role in helping the team meet critical deadlines and maintain the high quality of service we provide to our partners and donors.

The Grants Assistant at Red Cross Red Crescent Climate Centre plays a pivotal role in supporting the Contracts & Compliance Manager in managing grant-related processes and ensures compliance with donor requirements. The role of Grants Assistant involves organizing and maintaining grant-related files, data entry into our online systems, assisting with due diligence forms, assisting in monitoring contractual compliance with internal processes and procedures and grant guidelines agreed upon with the funding entity, and inputting into various excel workbooks.

The Grants Assistant also contributes to creating new projects in the financial system, Exact, and ensuring that budgets are accurately updated. We are looking for an energetic, motivated, and diligent individual with exceptional excel skills.

We offer the opportunity to be part of a team that coordinates and manages a varied portfolio of climate and sustainability projects in a dynamic international environment with high professional standards in our global office.

Key Responsibilities:

1. Managing Grant-Related Files and Documents:

- Ensure the accuracy, organization, and compliance of grant-related files and documents.
- Maintain a systematic filing system to facilitate easy access and retrieval of information.
- Direct communication to Program Heads or external donors regarding the grant approval, needed amendments and reporting processes.

- Provide administrative support for the review and processing of grants, contracts, MOUs, and other donor agreements, including preparing simple amendments for review by the legal contracts team.

2. Data entry

- Generate monthly overview of reports due.
- Update workflow tool (Asana) and reports due with relevant information about new projects.
- Reviewing excel budgets.
- Set up new projects in the financial system, Exact and upload the project budget.
- Update budget changes in our financial system (Exact) Contribute to filling out due diligence for external donors.

3. Contract and proposal coordinating

- Track submission deadlines.
- Coordinate technical program team, finance, and contract to complete various elements of a contract.
- Formatting and submission of contracts or proposals.

REQUIREMENTS

Education: Bachelor level education

Skills and abilities:

- 1-2 years' experience with developing and reviewing contracts and proposals.
- Experience working in MS Excel with basic formulas and tables.
- Knowledge and interest in project management (prior experience a plus)
- High computer literacy (MS Office)
- Experience work in Asana a plus
- Excellent analytical skills
- Excellent numerical aptitude
- Interest in climate change and climate disaster mitigation
- Ability to work well in an inter-cultural team
- Ability to work independently with a primarily remote-based team
- Takes initiative, demonstrates creativity, has a positive attitude and a high level of professionalism

Language: Proficiency in English (both written and spoken) is required.

Location: Must have the right to work in the Netherlands. This is a hybrid based assignment must be able ability to join other Netherlands based staff in the office once a week ideally Wednesdays.

We offer:



A flexible and people-oriented working environment with room for initiative and development. The full time (40 hours per week) salary for this position is between € 2,719.41 and € 3,973.96 gross per month (scale 7/8 of the Climate Centre salary scales) depending on education and work experience. Selected elements of the Netherlands Red Cross Collective Bargaining Agreement apply.

How to apply:

We would like to receive your CV and motivation letter (in English) addressed to Victoria Reina Bouzas, HR officer at the Climate Centre at Application@climatecentre.org. We will review the applications on a rolling basis. Once a successful candidate is identified, this vacancy will be removed.

A reference check may be part of the selection process.

Further information:

For further information about the position, please contact Ashley Hoek, Operations Manager at the Climate Centre at hoek@climatecentre.org.

For more information about the work of the Red Cross Climate Centre, visit www.climatecentre.org

Twitter: @RCClimate

Facebook: @climatecentre

LinkedIn: Red Cross Red Crescent Climate Centre

Acquisition as result of this vacancy is not appreciated