

## Ignite Fund Coordinator

**Term:** Two-year fixed-term contract, with potential to extend

**Hours:** Full-time

**Salary:** £27-32k

**Location:** Hybrid; two days per week in the London office

**Reporting to:** Head of Ignite

**Closing Date:** Midnight on Sunday 21st August

### About the Ignite Fund

The Ignite Partnership is a joint initiative between Sir Lewis Hamilton and the Mercedes-AMG Petronas Formula One Team to increase diversity and inclusion within motorsport. Mission 44 leads on coordination of the initiative. To support its aim, the partnership will enable pathways into the sport for underrepresented groups with a specific focus on STEM and engineering roles.

### About the role

As the Ignite Fund Coordinator, you will play a key role in administering the effective and innovative grantmaking of the Ignite Fund. This includes contributing to the complete grants lifecycle - from initial intake of enquiries, carrying out due diligence and completing grant contracts, to ongoing logistics and administration to support grants progress, monitoring and evaluation. You will also support the governance and administration processes of the Fund's Partnership Board to enable effective decision-making and provide coordination support to Mission 44's wider grants team as necessary.

### About Mission 44

Mission 44 is a new charitable foundation launched by Sir Lewis Hamilton MBE to boost social mobility in the UK. It aims to support, champion and empower young people from underserved communities to succeed through narrowing opportunity gaps in education, employment and wider society. Through grant-funding, research, partnerships and advocacy, Mission 44 is committed to driving long-lasting, transformative change to the lives of young people facing disadvantage and discrimination. To find out more about Mission 44, visit [join-mission44.co.uk](https://join-mission44.co.uk).

### About Mercedes-AMG Petronas Formula One Team

Mercedes-AMG Petronas Formula One Team competes at the pinnacle of motorsport. F1 is a demanding technical and human challenge, combining cutting-edge technologies and innovation, high-performance management and elite teamwork. At Mercedes-AMG F1, passionate and determined people work to design, develop, manufacture and race the cars driven by Lewis Hamilton and George Russell. As well as leading the way on track, with eight consecutive championship titles between 2014 and 2021, we are building a more diverse and performant future for our team and our sport, through initiatives such as Accelerate 25 and the Ignite Partnership.

# MISSION 44

## **Diversity matters at Mission 44**

We offer a working environment that values and respects every individual's unique contribution. We want to attract the broadest range of talented people and are committed to equality of opportunity and anti-discrimination practices. We positively encourage applications from all sections of society and are particularly interested in attracting applications from candidates from diverse and underrepresented groups.

## **Key Responsibilities**

### *1. Grant programme management and administration*

- Coordinate and support the management of enquiries to the Ignite Fund.
- Support due diligence processes in assessing and reviewing grant proposals.
- Manage logistics and coordination of meetings - assessment visits, set up and progress meetings by producing agendas, advance materials and minutes.
- Act as a key point of contact for funded partners, managing payment schedules and progress reports, adopting a relational approach to grant management.
- Liaise with finance and necessary parties to schedule and process grant payments.
- Maintain and organise the shared drive folders and grant documentation to support effective grant management and collaboration with funded partners.
- Manage the development and maintenance of a grants database and Customer Relationship Management (CRM) in order to produce, analyse, and assemble grant management reports for internal and external stakeholders.
- Provide user support and produce templates, guidebooks, and instructions to ease grant administration processes.
- Provide coordination support for grant announcements and communication activities.
- Review, configure and modify grant making forms, processes, and workflows to support continuous improvement to grant management processes.

### *2. Strategy and Research*

- Oversee the grantmaking calendar, work plans and assist in tracking and monitoring progress across key strategic deliverables.
- Assist in the coordination, commissioning, and logistics of research initiatives to support the Ignite mission.

### *3. Governance*

- Lead on administrative support for the Fund's Partnership Board, including scheduling of meetings, agenda, logistics, minutes and meeting follow-up.
- Support the development of papers and reports for the Fund's Partnership Board decision making.
- Support ongoing review and maintenance of policies and declarations.

### *4. General*

- Support the coordination, grant due diligence, and database management across Mission 44 grant programmes as necessary.
- Such other tasks, commensurate with the post, that the Head of Ignite may deem appropriate.

# MISSION 44

## **About you**

### *1. Knowledge and experience*

- Experience in project and/or office management with comfort in overseeing multiple project deliverables, tracking progress, and ensuring timely and successful delivery.
- Knowledge and comfort in using a range of software, including CRM tools, grant or project management tools, Google Suites, and Excel.
- Experience in handling data, analysing information, and producing reports in different formats.
- Knowledge of grant-making processes and procedures including participatory models (desirable but not essential)
- Experience in supporting the academic and/or career progression of underrepresented groups, particularly in STEM and/or experience working in or with the motorsport industry. (desirable but not essential).

### *2. Skills*

- Able to effectively time manage, prioritise, and maintain attention to detail while overseeing multiple simultaneous projects and deliverables.
- Excellent written and oral skills to communicate clear directions and processes while developing and maintaining positive client relationships.
- Confident, resourceful, and proactive with initiative and a problem-solving disposition.
- Good interpersonal skills, particularly in the context of managing both internal and external relationships and external representation of the Fund.
- Able to work creatively and flexibly in a small team, supporting other colleagues.
- Able to analyse and synthesise complex information quickly and effectively.

### *3. Personal qualities*

- Passionate about supporting and empowering young people from a diverse range of backgrounds to flourish and succeed.
- Proactive, flexible and creative; you thrive in an evolving and dynamic organisation.
- Highly collaborative; your default is to work with others to deliver results.
- Able to work independently, displaying strong initiative in solving day-to-day problems with limited direction.
- Committed to embedding the values of equity, diversity and inclusion in everything that you do.
- Strong personal commitment to learning and improvement.
- Motivated to stay up to date on best practices and models within grantmaking and management and administration bringing forward thinking ideas to continually support Ignite towards progressive and innovative processes.