

Basic Information

JOB TITLE	Grants Officer INSPIRED+ 2.0 Project
DEPARTMENT	Finance
REMUNERATION	Gross annual salary: 36,000€
WORK BASE	Club de Madrid Secretariat in Madrid, Spain (Currently operating with a hybrid work week model - Mondays, Tuesdays and Thursdays in Club de Madrid's offices and Wednesdays and Fridays remotely.) (Applicants must hold EU citizenship or valid work permit within the EU)
WORKING HOURS	8h hours/day Mon-Fri (Flexibility & intensive working hours in summer)
CONTRACT	Estimated duration of the project 4 years Trial period according to Spanish labour legislation.
STARTING DAY	February 16, 2026

Organizational Context

[Club de Madrid](https://www.clubmadrid.org) is the world's largest forum of democratic former Presidents and Prime Ministers, who leverage their individual and collective leadership experience and global reach to strengthen inclusive democratic practice and improve the well-being of people around the world. As a non-partisan and international non-profit organisation, it counts on the hands-on governance experience of more than 100 Members from over 70 countries, along with a global network of advisers and partners across all sectors of society. This unique alliance fosters dialogue, builds bridges and engages in advocacy to strengthen public policies and effective leadership on challenges such as inclusion, sustainable development and peace at the national and multilateral level.

INSPIRED+ 2.0 is a Project funded by the European Commission that Club de Madrid will lead in partnership with the European Partnership for Democracy (EPD), Accountability Lab Pakistan and Accountability Lab Nepal. The Project aims to promote the full realisation of all human rights - including civil, political, economic, social, and cultural rights – by enhancing the implementation of 27 international conventions related to human rights, labour rights, environmental protection, and good governance in both current and prospective GSP+ countries and selected EBA countries (Action's Impact). Through this Action, civil society actors, including trade unions, will be empowered to effectively monitor, report and advocate – in partnership and/or coordination with other stakeholders, such as national authorities and international bodies – for the compliance with international conventions relevant to the GSP+ (Action's Outcome). This initiative spans GSP+ beneficiary countries Bolivia, Cabo Verde, Kyrgyzstan, Mongolia, Pakistan, the Philippines, Sri Lanka, and Uzbekistan, as well as prospective GSP+

countries (Bangladesh and Nepal) and EBA countries (Bangladesh and Cambodia).

Objectives of the position

The Grants Officer will play a key role in the management of the “Financial Support to Third Parties (FSTP)” component of the Action. He/she will work closely with FSTP beneficiaries to ensure EU compliant management of the grants. He/she will dedicate 100% of his/her time to the Project.

Tasks and activities

- Collaborate in the identification of the Third Parties that will receive financial support via the Financial Support to Third Parties (FSTP) scheme, performing the necessary due diligence and compliance analysis;
- Prepare the agreements and other documents to be signed within the FSTP scheme;
- Provide support as needed to the recipients, ensuring compliance with donor’s and internal rules, both remotely and on site;
- Review the reports and documentation sent by the recipients;
- Collaborate in the preparation of reports for the donor, expenditure verifications and audits;
- Other duties according to his/her professional category and as the implementation of the Project may require in financial and operational matters;
- Coordinate closely with Finance and Programmes Departments to ensure coherent grant management processes.

Education, skills and professional experience required for the position

- University degree, preferably completed with additional post-graduate studies;
- Minimum of 6 years of professional experience in similar or related fields of work in governmental, intergovernmental and/or non-governmental organizations;
- Experience in implementation and grant management of European Union funded projects, including sub-granting;
- Knowledge of ERPs will be a plus;
- Excellent level in English, completed with good level in Spanish;
- Availability to travel frequently;
- Excellent communication & team-working skills;
- Ability to work under pressure, meeting tight deadlines, prioritizing requests and needs

Interested applicants should send their CV, a brief statement of interest on why they feel they are fit for the position through the website www.clubmadrid.org/club-de-madrid/career/ by January 31, 2026.

Only shortlisted applicants will be contacted.