CONCEPT

Non-Profit HR Management Course: Grant-Funded Staffing, Reward and Retention

8 – 12 February 2027
Barcelona - Eixample district four-star



Non-Profit HR Management Course: Grant-Funded Staffing, Reward and Retention

Ref: 998_22215 **Date:** 8 – 12 February 2027 **Location:** Barcelona - Eixample district four-star **Fees:** 23500 SAR

Introduction:

Non-profit HR management training on grant-funded staffing, reward and retention is a one-week course for HR leads, executive directors and programme managers in charities, foundations and NGOs, ending with a people strategy and HR policy set for a case non-profit. Many mission-driven organisations hire against short grants, cannot match commercial pay and lose committed staff to exhaustion, while conduct policies lag behind field risks. Participants already recruit, contract or supervise staff in non-profit settings, and the course works through case studies drawn from development, relief and community organisations. CoreConcept Training Center delivers this course for the third sector.

Course Objectives:

- Assess how restricted funding, mission motivation and a mixed paid and volunteer workforce shape the organisation's people model
- Build a grant-linked workforce plan and select fixed-term, project and core contract options for each funding stream
- Design a total reward offer and employer value proposition that attract mission-driven candidates on a modest budget
- Run values-based selection, light performance check-ins and low-cost development for small teams
- Set retention, burnout prevention, PSEAH and code of conduct controls that protect staff and the people they serve
- Prepare people reports, HR policies and staff cost lines that boards and donors can review and approve

Target Audience:

- Managers responsible for HR across a charity, foundation or NGO, often as a single-person function
- Directors responsible for staffing decisions and reporting people matters to the board
- Programme and project managers responsible for hiring and supervising grant-funded teams
- Managers responsible for safeguarding, staff conduct and complaint handling in field operations
- Finance and grants managers responsible for staff budgets in donor proposals and reports

Course Outline:

Day 1: Non-Profit People Model, Funding Constraints and HR Baseline

- Non-Profit People Model Compared with Corporate and Public Employers
- Restricted and Unrestricted Funding Effects on Staffing Decisions
- Core Humanitarian Standard Commitments on Competent and Well-Managed Staff
- Paid Staff, Volunteer and Consultant Workforce Mix Map
- CHS Alliance HR Toolkit Self-Assessment for Small Non-Profits

Day 2: Grant-Linked Workforce Planning, Contracts and Total Reward Models

- Grant-Linked Workforce Plan Built from Project Pipeline Data
- Fixed-Term and Grant-Funded Contract Clauses and End-of-Grant Options
- Total Reward Model Covering Pay, Flexibility, Purpose and Learning
- Salary Benchmarking Against Peer Charities and Pay Band Design
- Volunteer and Paid Role Boundary Rules and Role Descriptions

Day 3: Mission-Driven Recruitment, Performance and Development in Small Teams

- Employer Value Proposition Statement for Mission-Driven Candidates
- Low-Budget Sourcing Through Networks, Alumni and Partner Organisations
- Values-Based Interview Guide and Scored Selection Panel
- Light Performance Check-In Cycle Linked to Programme Results
- CHS Alliance Learning and Development Framework for Stretch Assignments

Day 4: Retention, Burnout, Safeguarding and Board Oversight Risks

- Staff Survey Toolkit Results and Exit Data Retention Analysis
- Burnout and Compassion Fatigue Prevention Plan with Debriefing Routines
- PSEAH Policy, Code of Conduct and Staff Safeguarding Controls
- Misconduct Disclosure Scheme and Safe Recruitment Reference Checks
- Board People Committee Reporting with HR Metrics Dashboard

Day 5: Case Study: People Strategy and HR Policy Set for a Case Non-Profit

- Case Non-Profit Brief with Grant Portfolio and Staffing Data
- Case Workforce Plan and Contract Mix Recommendation
- Case Reward, Retention and Wellbeing Measures Package
- Staff Cost Lines in Donor Budgets and Shared Cost Allocation
- People Strategy and HR Policy Set Completion and Board Briefing

Skills You Will Gain:

- Grant-Linked Workforce Planning
- Fixed-Term Contract Structuring
- Non-Profit Reward Design
- Mission-Driven Employer Branding
- Values-Based Selection
- Staff Burnout Prevention
- PSEAH and Conduct Policy Drafting
- Board People Reporting

Why Attend This Course:

- Deliver a people strategy and HR policy set to the executive director and board for adoption and annual review
- Decide which roles to fund from core budgets and which to tie to grants, with end-of-grant options agreed in advance
- Avoid unplanned redundancies, unsafe hiring and staff exhaustion that disrupt projects and damage donor confidence
- Share reward, recruitment and safeguarding templates with programme managers so every team applies the same people rules

Conclusion:

Back at work, the participant gives the executive director and the board a people strategy and HR policy set they can use to decide staffing levels for each funding stream, approve the reward offer and adopt safeguarding and conduct rules. Programme managers apply the same recruitment, contract and check-in templates, and finance colleagues use the agreed staff cost lines in new proposals. After the first grant cycle, the organisation should review vacancy and turnover figures, staff survey wellbeing results and whether end-of-grant transitions followed the plan.

Frequently Asked Questions FAQ:

What should participants know before non-profit HR management training on grant-funded staffing, reward and retention?

Participants should already recruit, contract or supervise staff in a charity, foundation or NGO and know how their organisation is funded. No specialist HR qualification is needed; bringing a recent grant budget, staff list and existing HR policies helps them apply the case work.

How does non-profit HR management training differ from general people management or talent review courses?

It concentrates on the constraints of mission-driven organisations: grant-linked posts, modest pay, mixed paid and volunteer teams, field safeguarding and board oversight. General people management and talent review courses assume stable budgets and larger HR teams, so they treat these issues briefly or not at all.

Why does non-profit HR management rely on total reward rather than salary alone?

Most non-profits cannot match commercial pay, so they compete on flexibility, purpose, learning and wellbeing as well as salary. A total reward model makes that offer explicit, helps candidates compare it fairly and gives managers retention levers that cost little.

What do participants take back from non-profit HR management training on grant-funded staffing, reward and retention?

Participants take back a people strategy and HR policy set for a case non-profit, covering workforce plan, contract mix, reward offer, recruitment templates, retention and wellbeing measures, safeguarding and conduct rules, board reporting and staff cost lines, ready to adapt to their own organisation.