

Job Description

Job title:	Programme Development and Funding Officer
Location:	Tavis House, London WC1
Contract:	Permanent, Full Time
Department:	Programme Development and Funding
Responsible to:	Head of Programme Development and Funding
Key relationships:	Age International and Age UK fundraising, policy, communications colleagues; HelpAge International Regional and Country Offices and Programme Quality and Finance Teams; other members of the HelpAge network

Background

Age International is the international subsidiary charity of Age UK. We work to help older people living in developing countries to have a better quality of life. We do this by supporting the programme work of our partner HelpAge International, a global network of which we are the UK member.

HelpAge International is our implementing partner – implementing relief and development programmes overseas. HelpAge works through regional and country offices and country partners to improve services, support advocacy and improve policy for older people.

We support HelpAge through a core grant, and by raising funds from the UK public, and from trusts, foundations and institutional donors across the UK and Europe.

We also carry out influencing and campaigning work with stakeholders in the UK to change policies and practices which keep older people in developing countries in poverty, poor health, without rights and neglected during emergencies.

We are also a member of the Disasters Emergency Committee (DEC) one of thirteen leading aid agencies who join together when there is a major international emergency.

Job purpose

To act as a global focal point on key donor accounts, and to support a specific regional team across the programme funding cycle, for both development and humanitarian work. This will span donor research, project design and development, proposal and report writing, the maintenance of grant management systems, and the training and capacity building of staff and Network Members.

Job responsibilities and key tasks

Support to Regional and Country Offices – 50% of time

Planning and strategy:

- To support a designated HelpAge Regional Office and its associated Country Offices and Network Members to develop and implement funding plans and strategies to meet agreed funding needs
- Maintain a broad understanding of region's work, and ensure strong systems of communication with key regional staff
- Ensure that funding activities are effectively coordinated, and support the development and implementation of funding plans and strategies which align with the region's operational plans

Proposal development

- Support the design and development of high quality funding proposals, which are consistent with regional plans and capacities, and which align with donor priorities
- Facilitate input from, and work collaboratively with, staff from programme, technical and finance teams on the development of proposals and budgets
- Coordinate communications between Age International and regional/country offices, Supporting Members and other HelpAge staff as appropriate

Reporting and grant management

- Maintain an overview of contract reporting schedules across region, ensuring colleagues are aware of reporting timelines and donor requirements
- Support teams to ensure the timely submission of high quality narrative and financial reports

Data management and system compliance

- Contribute to the development and maintenance of grants management and compliance systems and support internal approval and quality control systems
- Participate in cross-organisational initiatives and processes, particularly related to those that monitor fundraising and financial performance

Donor Account Management – 50% of time

- Account manage a specified portfolio of donors, acting as the global focal point for donor intelligence
- Ensure that intelligence on donor policies and priorities are disseminated to relevant staff and Network Members, and support the development of donor engagement strategies
- Disseminate donor opportunities, develop donor briefs, and design and deliver donor training as appropriate
- Support country/regional teams in liaison and negotiation with donors
- Research and identify new donors and support the development of new funding relationships and partnerships with donors, NGOs and other stakeholders as appropriate
- Participate in, and represent Age International in, external meetings and networks
- Support the fundraising activities of other Supporting Network Members through the provision of information and support across the programme funding cycle

Other

- To contribute to the planning, income monitoring and knowledge sharing activities of the Programme Development and Funding team
- Provide 'surge capacity' (desk and field-based) to bridge gaps in regional/global programme funding capacity, and to support during rapid-onset humanitarian situations
- Travel to regional and country offices on support visits, including at short-notice in the event of rapid-onset emergencies

Person specification***Essential***

- A good understanding of international development, and commitment to the values and work of Age International and the wider HelpAge network
- Demonstrable experience of working with institutional donors, such as DFID, the European Commission and/or other major bilateral/ multilateral donors, trusts and foundations
- Able to manage multiple and complex tasks, and to work under pressure in a deadline-focused environment
- Experience of developing successful project proposals, and securing funds from institutional donors
- Experience of developing, reviewing and coordinating the submission of donor reports
- Experience of supporting the development and implementation of fundraising strategies and plans
- Experience of cross-cultural capacity building and training
- Fluent in English with excellent written and verbal communication skills
- Able to work proactively and supportively within a team
- Able to travel to, and work with staff in overseas programme offices, sometimes at short notice
- Good word processing and spreadsheet skills
- A degree calibre level of education or equivalent in experience

Desirable

- Experience of supporting work in Africa, Asia or the Eurasia Middle East
- Language skills, preferably French/German/Spanish
- Experience of supporting funding for emergency programming
- Experience of securing funds from non-traditional sources