

Join our team

**Programme Development
and Funding Manager**

About Age International

Age International is the international arm of Age UK. While Age UK helps older people in the UK, Age International supports older people living in poverty around the world. Our work makes a real, tangible difference to the lives of older people in low and middle-income countries, helping them access better health and care, delivering life-saving aid in emergencies and working to ensure older people have a secure income.

In 2020/21 – with help from our supporters – almost 1 million older people were directly supported through our community-based projects, improving health and livelihoods. Almost 600,000 older people and their families received food, water, medication and shelter during emergencies. Many millions of older people benefitted from government policies that we campaigned for, including over 1 million who received a pension for the first time.

We are part of a global network called HelpAge, which supports older people around the world. We are also a member of the Disasters Emergency Committee (DEC) – an umbrella organisation bringing together 15 leading UK aid charities during large scale humanitarian crises overseas.

On the next page, you can see an organogram of Age International – and where this role fits into the charity. Our colleagues work closely with HelpAge and partners in the different countries where we work, to deliver the programmes that help older people on the ground. We also share central support teams – such as Supporter Engagement, Digital, Finance, CRM, IT and HR – with Age UK.



“Age International is a fantastic place to work. It is such a privilege to be able to share the experience and voices of older people living across the globe. The team is small but mighty with lots of opportunity for growth and connection to others.”

Charlotte Hussey
COMMUNICATIONS
OFFICER

Our values

WE ARE BOLD

In doing what's right for older people - We are unafraid in standing up for older people and in seeking support for our work with them.

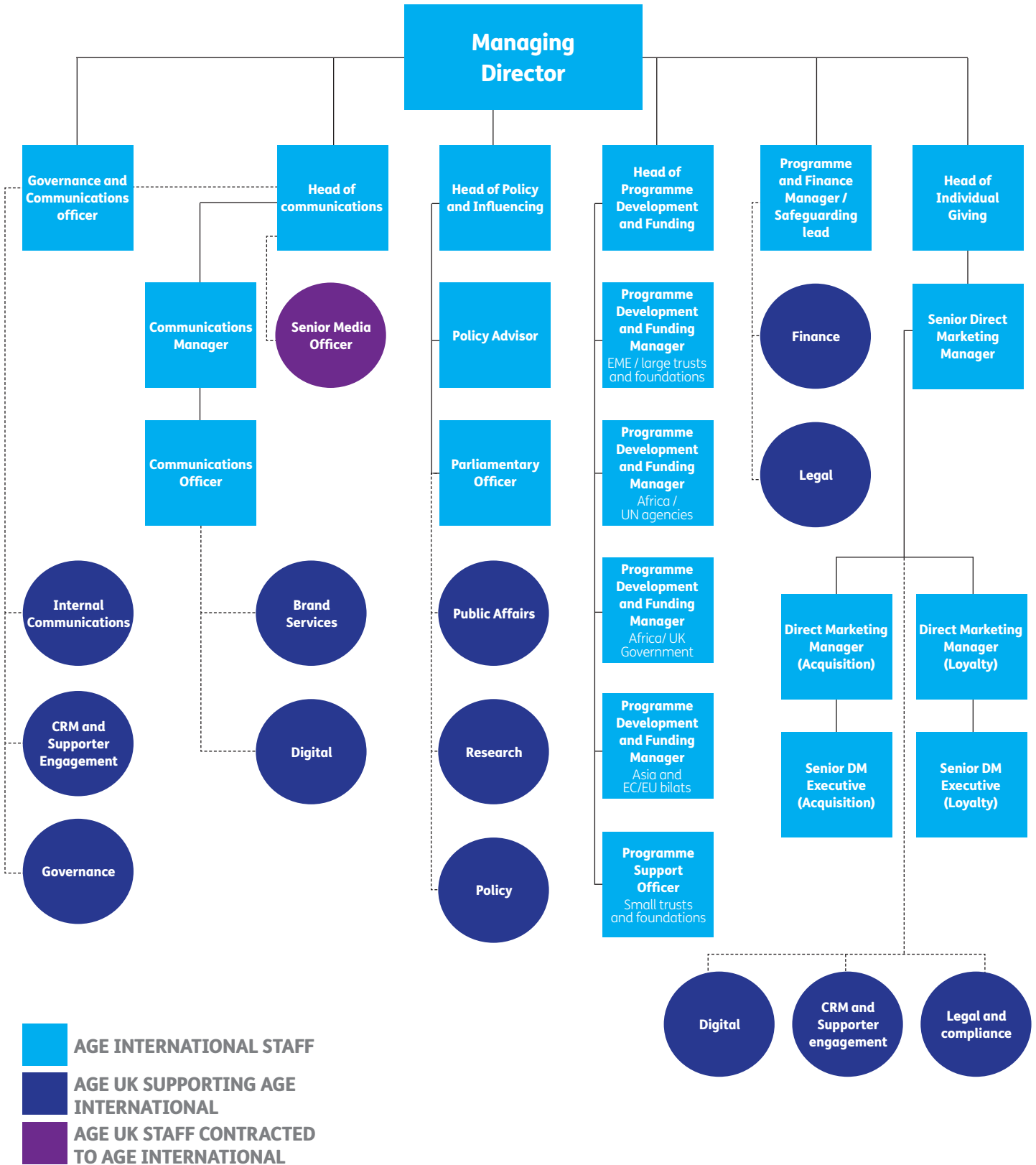
WE ACT TOGETHER

With and for older people - We act as one team, collaborating to get things done.

WE ARE FOCUSED

On what makes most impact for older people - We never forget that older people are at the heart of everything we do.

Who we are



- AGE INTERNATIONAL STAFF
- AGE UK SUPPORTING AGE INTERNATIONAL
- AGE UK STAFF CONTRACTED TO AGE INTERNATIONAL

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Programme Development and Funding Manager



The job, in a nutshell

Working within our Programme Development and Funding Team, this is a role which offers plenty of variety, and a chance to make a meaningful contribution to our work with and for older people around the world. The post-holder will work closely with partners globally, across the programme funding cycle, from the design and development of projects to contract management and reporting. They will also support Age International to build relations and secure funding from a wide range of institutional donors, and to manage one of our key donor portfolios.

The role focuses on helping secure funds for projects which align with our core thematic priorities: healthy ageing, secure incomes, combatting ageism, and inclusive humanitarian action. This is not just about securing funding however, and the post-holder will also be a focal point for one of Age International's strategic areas of focus, helping to share and promote thematic learning across the organisation, and with our partners.

We have a hybrid working model – you will mainly be home-based, with a minimum of three days per month in the office.

What you'll do for us

Donor Account Management

- Account-manage a specified portfolio of institutional donors, acting as the global focal point for donor intelligence.



"I feel grateful to work in an organisation that actively engages all its staff in its development and decision-making – it really is an empowering place to work. Over the last two years, I've worked with a wide variety of country teams and donors – the work keeps me engaged because it is dynamic and I am always learning! The flexible hours and hybrid working is also a real perk; it's great to have an employer that cares about work/life balance."

**Eppie
Nguyen-Xuan**
PROGRAMME
DEVELOPMENT &
FUNDING MANAGER

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Programme Development and Funding Manager



- Lead in the development and implementation of fundraising strategies, and support broader efforts to diversify Age International's funding portfolio.
- Research and identify new donors and support the development of new funding relationships and partnerships with donors, NGOs and other stakeholders as appropriate.
- Ensure that donor opportunities, and broader intelligence on donor policies and priorities, are disseminated to relevant staff and partner, support the development of donor engagement strategies, and design and deliver donor training as appropriate.
- Participate, and represent Age International, in external meetings and networks.

Coordination of regional programme funding portfolio

Proposal development

- Support the design and development of high-quality funding proposals, which are consistent with business plans and partner 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.

Reporting and grant management

- Maintain an overview of all contracts within designated portfolio, ensuring colleagues are aware of reporting timelines and donor requirements.
- Ensure the timely submission of high-quality narrative and financial reports, and oversee all relevant contract management processes.

Data management and system compliance

- Contribute to the development and maintenance of grants

Location

London (EC3) /
Homebased

People management

No

Division

Age International

Department

Programme Development



ageinternational.org.uk

Age International is the trading name of HelpAge International UK, registered charity No. 1128267-8 and company limited by guarantee, registered in England and Wales, No 07897113. 7th Floor, One America Square, 17 Crosswall, London EC3N 2LB

Programme Development and Funding Manager



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.

Planning and strategy:

- Work with and support HelpAge Country Offices and Network Members, in coordination with HelpAge's Global Teams (primarily Portfolio Teams and Localisation Unit) to develop and implement plans and strategies to meet agreed funding needs.
- Maintain a broad understanding of work within designated region, and develop and maintain strong systems of communication with key country staff.

Thematic focal point

- Act as organisational focal point on one of Age International's strategic pillars of work.
- Develop and manage strategic, multi-country / global projects and 'programme offers'.
- Coordinate with HelpAge Global Portfolio Teams, to identify and develop new funding opportunities, and on broader strategic programme development and donor engagement.
- Identify and proactively coordinate processes for extracting and sharing learning from Age International's global programme, across internal and external audiences.
- Contribute to organisational strategic initiatives related to the thematic area, including where relevant, engaging parts of Age UK.

Must haves:

- A strong background in international development, and commitment to the values and work of Age International and the wider HelpAge network

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- Demonstrable experience of working with a wide range of institutional donors, and of securing high value (£1m+) grants from multiple sources.
- Excellent grant management skills, and demonstrable experience of managing multiple projects and programmes, in a range of contexts globally.
- Solid experience leading in the design and development of projects, and of ensuring effective involvement of all stakeholders.
- Ability to operate under pressure, and manage multiple, often competing demands with good judgement.
- Able to manage multiple and complex tasks, and to work under pressure in a deadline-focused environment
- Experience of leading in 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
- Experience of fundraising for emergency programming.
- Experience of working on any of Age International's thematic priority areas.

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Great to have:

- Experience of supporting work in Africa, Asia or the Eurasia Middle East
- Experience of securing funds from non-traditional sources



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What we offer:

- Competitive salary, 26 days annual leave + bank holidays + annual leave purchase scheme
- Excellent pension scheme, life assurance, Health Cash Back Scheme and EAP
- Car Benefit Scheme, Cycle to Work Scheme and Season Ticket Loan
- Techscheme – buy any tech from Apple or Currys, up to £1000, and spread the cost over 12 months, interest free
- Discount on Gym Membership and Heka Fitness & Wellbeing Benefit
- You Did It Awards – recognition awards from £100-250.

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