



Join our team

Programme Development and Funding Manager

Mary, 76, who lives in a
refugee camp in South
Sudan after fleeing conflict.
© Peter Caton/
Age International

About Age International

Age International is a charity which responds to the needs and promotes the rights of older people, focused on those facing challenging situations around the world. We are a part of the Age UK Group and are the UK member of HelpAge, a global network which supports older people across the world. We are also the only member of the Disasters Emergency Committee (DEC) which specifically delivers age-focused humanitarian response in emergencies.

Age International recognises that around the world, there are increasing numbers of older people whose basic needs are not being met, and whose human rights are being overlooked, leading to increasing inequality and injustice.

We strive for a world where older people are respected and valued, their voices are heard, their contributions are recognised, their basic needs are met, and their human rights are realised.

We focus on

Healthy ageing – in collaboration with local and global partners, we work to safeguard the health, wellbeing, and dignity of older people. We advocate to ensure older people have access to health services and are included in Universal Health Coverage.

Tackling ageism – we support older people to know their rights and hold governments accountable. We are calling for a new United Nations convention on the rights of older people.

Delivering inclusive humanitarian aid – we support older people through emergencies and help them rebuild after crises. We advocate for age-friendly humanitarian response.

Ageing work and income – older people in low and middle-income countries often must continue working through later life just to afford the basics. We campaign for older people to receive pensions, or support to generate a secure income.

Working with our partner HelpAge International to deliver our work – we raise funds from the UK public and other donors, which support the HelpAge global network to implement programmes directly, and through local partner organisations.

“I’m proud to work for Age International. We have a great team and a unique mission. I’ve visited older people supported by emergency response and longer-term development work: we really make a difference!”

Alison Marshall

CHIEF EXECUTIVE
OFFICER



Our Values

We are
AMBITIOUS

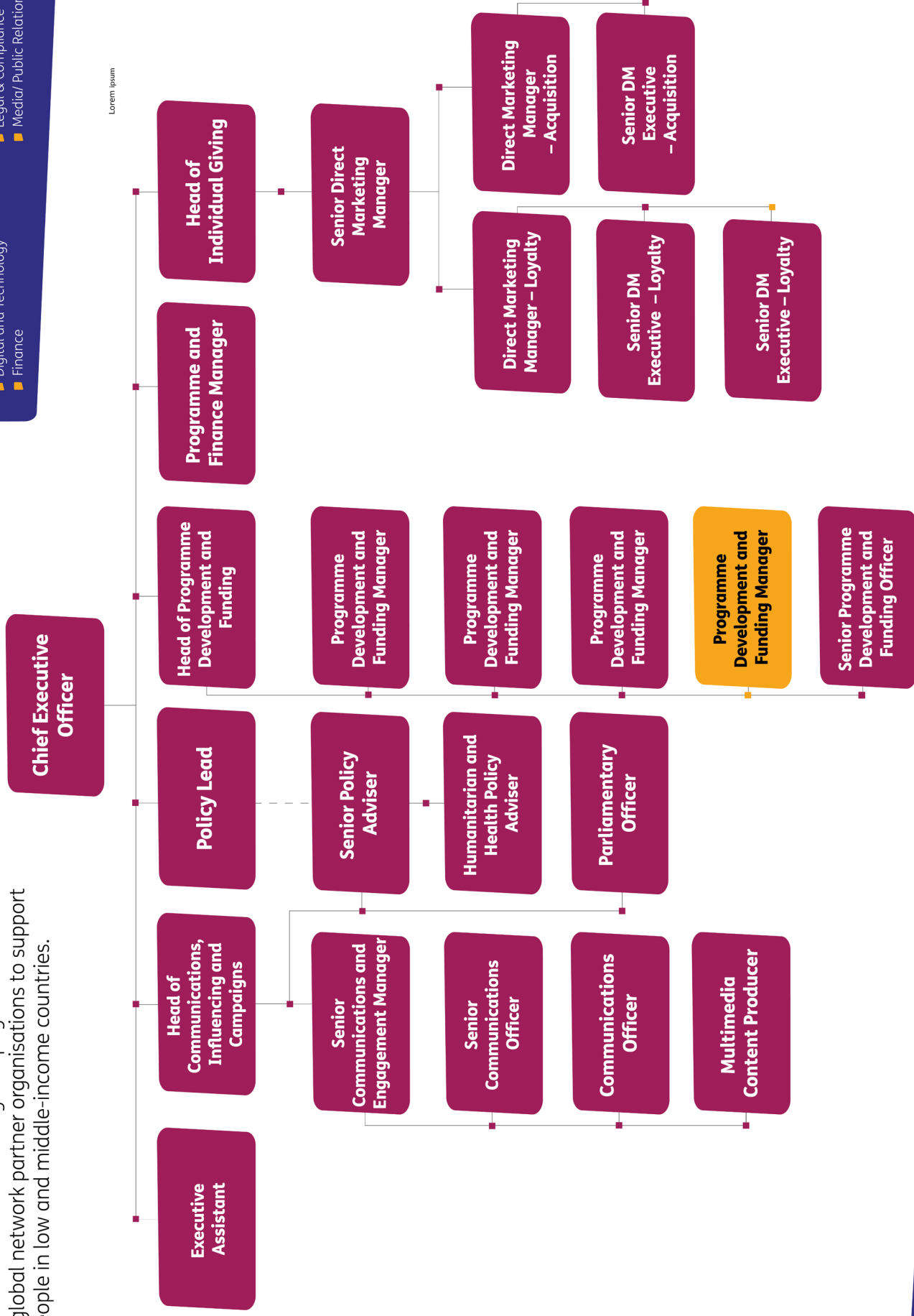
We are
PURPOSEFUL

We aim to be
**BRILLIANT
PARTNERS**

We **BUILD**
EACH OTHER
UP

Who we are

Age International is a small organisation in headcount however we are lucky to be part of Age UK and can share support teams. We work through HelpAge International and its global network partner organisations to support older people in low and middle-income countries.





We're an
**Age-friendly
Employer**

Meseret, 80, is the sole carer for her great-granddaughters in Ethiopia.
© Katie Barraclough/Age International

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. We offer flexibility on working from home but require the applicant to be in our central London office a minimum of three days per month.

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.
- 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 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.

Bid 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.
- Disseminate summaries and learning from projects across the organisation.

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.

Location

Hybrid home/
office (London EC3)

Hours

35 per week

People management

No

Division

Age International

Department

Programme Development
and Funding

Line Manager

Head of Programme
Development and Funding



Planning and strategy

- Work with and support the HelpAge global network 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 staff within HelpAge and partner organisations.

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 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.

What we need from you

The below competencies will be assessed at the indicated stage of the recruitment process:

Application = A, Interview = I, Test = T, Presentation = P

Must Haves

Experience

- A strong background in international development, and commitment to the values and work of Age International and the wider HelpAge network. (A, I)
- Demonstrable experience of working with a wide range of institutional donors, and of securing high value grants from multiple sources. (A, I)
- Experience of supporting work in Africa, Asia, Eurasia / Middle East. (A)

Skills and Knowledge

- Excellent grant management skills, and demonstrable experience of managing multiple projects and programmes, in a range of contexts globally. (A, I)
- Solid experience leading in the design and development of project proposals, and of ensuring effective involvement of all stakeholders. (A, I, T)
- Fluent in English with excellent written and verbal communication skills (A, I, P)

Personal attributes

- Able to work proactively and supportively within a team. (I)
- Ability to operate under pressure and manage multiple, often competing demands with sound judgement and composure. (A)

Great to Haves

Experience

- Experience of securing funds from non-traditional sources. (I)
- Experience of working on any of Age International's thematic priority areas. (I)
- Experience of fundraising for humanitarian programming. (I)
- Experience of leading in the development and implementation of fundraising strategies and plans. (I, P)

Skills and Knowledge

- A degree calibre level of education or equivalent in experience. (A)
- Proficient in Microsoft 365 applications, with confidence in using Outlook, Word, Excel, and Teams in a professional environment. (T)
- Experience of cross-cultural capacity building and training. (I)

Personal attributes

- Able to travel to, and work with staff in overseas programme offices, sometimes at short notice. (I)




This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role.

In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.

Age UK acknowledges that some groups are less likely to apply for roles and we welcome applications from anyone who feels they have the skills, time and energy to commit to us.

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 [age_international](https://www.instagram.com/age_international)

HelpAge International UK, trading as Age International, is a registered charity (no. 1128267-8) and a subsidiary of Age UK (charity no. 1128267 and registered company no. 6825798); both registered in England and Wales. The registered address is 7th Floor, One America Square, 17 Crosswall, London EC3N 2LB

Bheru is helping his community
fight the climate crisis in India.
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