



Join our team

**Senior Programme Development
and Funding Officer**

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**

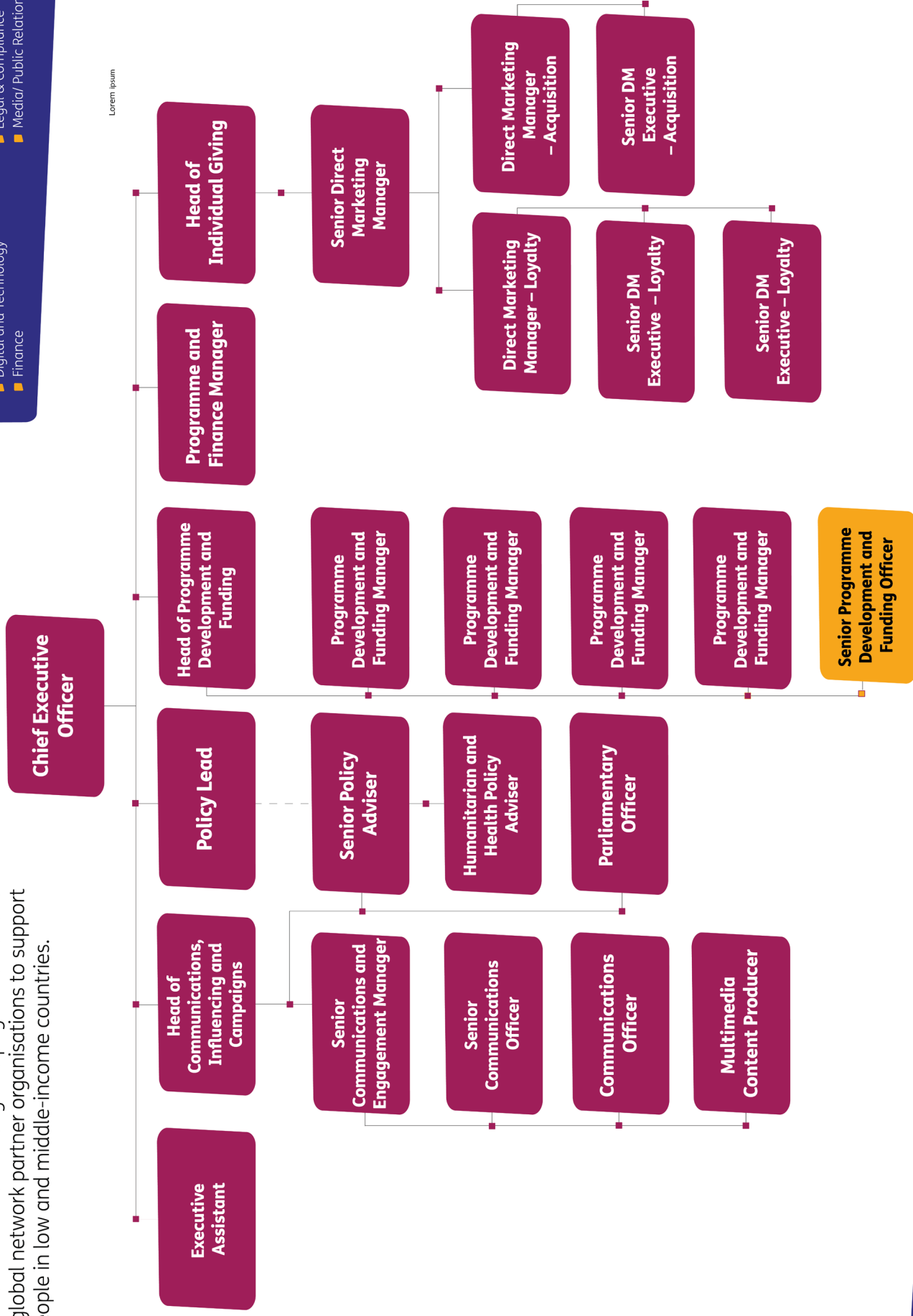
We **BUILD**
EACH OTHER
UP

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.

Age UK Shared Services

- Brand Services
- CRM and Supporter Engagement
- Digital and Technology
- Finance
- Governance
- Internal Comms
- Legal & Compliance
- Media/ Public Relations
- People
- Policy
- Public Affairs
- Research





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

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

Senior Programme Development and Funding Officer

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 oversee Age International's Sponsor a Grandparent programme, working with partners to support the delivery of a £1m per year programme of work across five countries in Africa and Asia.

The post-holder will also manage Age International's management information systems and processes, producing internal and external reports, and ensuring that the work of the team is increasingly data driven. The role also includes the management of Age International's small and medium trust and foundations portfolio, with the post-holder additionally working with colleagues across the team to prospect new donors, and

support in the design and development of funding bids to a range of institutional and non-traditional donors.

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 one day per week.

What you'll do for us

Donor account management

- Be responsible for managing Age International's small and medium UK and European trusts and foundations donor account.
- Lead on strategic planning, engagement, prospect research and due diligence of small and medium trusts and foundations.
- Plan and coordinate a full cycle of engagement within donor portfolio, including leading on humanitarian appeals, donor reporting and the management of an annual calendar of donor communications.
- Collaborate with equivalent teams at Age UK and HelpAge to strengthen collaboration and identify areas for joint work.
- Collaborate with Age International teams (Communications and Individual Giving) on fundraising appeals and on creating donor engagement pieces.
- Represent Age International externally, engaging with donors and peer NGOs.

Support programme funding cycle

- Management and coordination of projects funded under Age International's Sponsor a Grandparent programme (value c. £1m), including review, approval and oversight of all country-level annual project plans and reports.
- Provide global surge support to Programme Development and Funding Managers, across the programme funding cycle.
- 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 and partners on the development of compelling proposals and associated budgets.
- Maintain an overview of all contracts within designated portfolio, ensure the timely submission of high-quality narrative and financial reports, and ensure that all project associated risks are effectively documented and tracked.
- Travel to country / partner offices on support visits, where required, including at short-notice in the event of rapid-onset emergencies.

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



Administration and coordination

- Manage and maintain Age International's grant management systems and donor database and support internal approval and quality control systems.
- Develop and produce monthly and quarterly management information reports.
- Lead Age International's work on IATA, ensuring the organisation is fully compliant.
- Participate in cross-organisational initiatives and processes, particularly related to those that monitor fundraising and financial performance.

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

- Experience of working in international development, and commitment to the values and work of Age International and the wider HelpAge Global Network. (A, I)
- Experience of developing and/or maintaining management information systems and using data to inform operational and strategic plans. (A, I)
- Experience of developing reports for a range of audiences (donors, staff, trustees). (A)
- Experience of securing funding from a range of donors (particularly trusts and foundations). (A, I)

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 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)

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 judgment and composure. (I)

Great to Haves

Experience

- Experience of work with UK / European governments, trusts and foundations, UN agencies; the European Commission, and the Disasters Emergency Committee. (A, I)
- Experience of working on any of Age International's thematic priority areas. (A, I)
- Experience of working in any of the regions of Age International work (Africa, Asia, Eastern Europe, Central Asia and the Middle East). (A)
- Broader experience in public fundraising, programming, or communications. (A)

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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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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