



Job Description and Person Specification

Please note this statement is for information only and does not form part of a contract. This list is not exhaustive and you will be expected to undertake such duties as may be assigned to you by ActionAid from time to time. Staff are expected to be flexible in their work in order to deliver the objectives of the organisation.

Job title	Head of Programme & Emergencies Funding
Contract type	Permanent
Grade/starting salary	6B
Reporting to	Director of Fundraising
Direct reports	4 posts (tbc subject to org review) – approx 7-8 in team

Context

Are you passionate about making a real difference?

As part of the global ActionAid family, we are helping to build a fair and just world where everyone can claim their rights. To achieve this we work with local people in more than 45 countries to fight hunger and disease, seek justice and education for women, hold companies and governments to account and help communities cope with emergencies.

In the UK our role is to raise funds to carry out programme work internationally, to motivate and engage our supporters and the general public and to campaign for change and to support the development and effective working of ActionAid International. We are a value driven, forward thinking organisation, focused on achieving long-term change through supporting our partners to make a sustainable difference.

Purpose of the Role

Leading a team of specialists, this senior role within fundraising is responsible for building and managing funding relationships with the major institutional donors in the UK including DFID, the DEC, Comic Relief and Big Lottery, effectively promoting and representing the AAI programming approach and thus increasing income.

This role also encompasses responsibility to develop, plan and lead the implementation of the humanitarian funding strategy for ActionAid UK. The postholder will work closely with colleagues in ActionAid International and ActionAid country programmes to deliver coherent support that maximises the skills and experience and support across the federation.

This person will maintain (evolving as appropriate) strategy, business processes, relationships and evaluation tools that support the delivery of exceptional income results against ambitious objectives

Key tasks and responsibilities

STRATEGY DEVELOPMENT & PROFILE

Oversee the development and delivery of the Programme Funding Strategy including strategies for Emergencies Funding and DFID

15%

- Lead, plan, and implement ActionAid's relationship with and funding strategy for DFID to ensure it delivers our income ambitions whilst complementing our influencing objectives.
- Develop and oversee the delivery of a humanitarian fundraising strategy for the Fundraising department which ensures income growth for our emergencies and DRR work

- Represent ActionAid's Programming approach within the fundraising management team and with key donors
- Support the implementation of strategies to drive income growth from Comic Relief and Big Lottery
- Take a key leadership role externally in the UK to ensure we have an appropriate identity as a strategic partner to donors

INCREASING INCOME FROM DFID	25%
Take senior leadership responsibility for ActionAid's funding relationship with DfiD	

- Increase income raised from DfiD
- Work closely with the Executive Director, the Director of Policy and Campaigns, Head of Public Affairs and other colleagues across AAUK to have a 'joined up' approach to our relationship and thereby ensure the potential to both raise funds and influence DfiDs strategy and funding priorities is maximised
- Ensure AAUK and priority countries meet their reporting responsibility under the terms of the PPA. Beyond the current PPA ensure ActionAid is positioned to benefit from DfiD's increased resources.
- Maintain a high level of intelligence on key donor trends in particular the nature of DfiD funding and the future of the PPA
- Lead and manage the relationship with DFID CHASE and support the Programme Funding team to respond to global DFID humanitarian calls and manage other global/multi-country calls effectively
- Support the Programme Funding team to work with AAI and country programmes to build relationships with and secure funding from DFID in country

INCREASING INCOME FOR EMERGENCIES	10%
Lead ActionAid UK's response to major emergencies working with relevant teams across AAUK (fundraising, communications, policy and finance) and with AAI Emergency Response Team	

- Responsibility for the delivery of AAUK's Humanitarian Funding Strategy
- Lead the AAUK emergencies task force so that it effectively supports the AAI emergency response
- Provide strategic guidance and support the AAUK Executive Director to take final decisions connected to response (launching an appeal, staff deployments, resource allocation, etc.)
- Once the decision to take action on an emergency has been made, work with the Heads of Supporter Growth and Supporter Value to maximise UK income
- Have a clear oversight of AAUK's relationship with the DEC, providing the Executive Director and the Director of Fundraising with advice and support to engage proactively in the governance and management of the DEC to both influence them and meet their standards.
- Work under the leadership of the ActionAid international emergencies team to ensure robust humanitarian response strategies policies, protocols and systems are in place to ensure a high quality and effective humanitarian response.
- Work closely with IPD to ensure the international processes including contract management systems are appropriate for emergency response and deliver on donors reporting requirements.
- Advise the AAUK Executive Director on ECHO funding (currently this is managed by AAI but AAUK has final legal accountability).
- Lead and manage the relationship with CBHA.

ENSURE EXCEPTIONAL TENDER DEVELOPMENT & CONTRACT	10%
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MANAGEMENT

- As a senior leader in the Programme Funding area work closely with IPD in the development and implementation of an effective contract management system
- Support the development of the Programme Funding function to tender for and win DFID contracts
- Work with financial staff, country programmes and IPD to ensure compliance with donor requirements
- Ensure the team meets the highest standards in the production of tenders and proposals, contract management and reporting to ensure ongoing growth in programme income
- Ensure reporting and all obligations attached to contracts are fulfilled to strengthen donor relationships

MAXIMISE THE POTENTIAL OF AAUK & THE WIDER AAI FEDERATION TO GROW PROGRAMME FUNDING

10%

Develop internal relationships and use systems and processes to support Programme funding work

- Coordinate senior staff and trustees of AAUK and AAI staff globally to engage UK based institutional donors and provide leadership to coordinate all communication to donors
- Work in coordination with AAI IPD, Philanthropy and Partnerships and other donor countries to support the capacity building of countries to deliver on institutional funding requirements
- Enhance team wide understanding of the HRBA programming approach and policy work, visiting countries, monitoring contract implementation.
- Work with country programmes and AAI IPD to assess potential programme bids, oversee implementation through Project Accountability Teams and escalate problems in implementation as necessary in a timely manner.
- Provide expert advice on the nature, trends and relationships with UK institutional donors to SMT, AAI and P&C

PLAN, MEASURE, REPORT & EVOLVE

10%

Responsible for planning, reporting and performance management of the Emergencies and Programme Funding function to support the achievement of exceptional results

- Oversee results management against agreed KPIs that ensure both the frequency and value of proposals is increasing and relationships are deepening
- Develop and coordinate the production of an annual plan and budget to enable implementation of strategy incorporating work with other teams and departments as appropriate
- Maintain high quality regular reporting on the results of emergencies and programme funding activity to key internal stakeholders as agree
- Working closely with IPD take responsibility for careful analysis of the results and progress of programme funding activity to inform evolution of the activities and strategy
- Provide clear and concise interpretation of management information for the Director of Fundraising and Director of Finance and IPD
- Ensure the team provides accurate, timely and regular narrative on a monthly basis for management accounts including rolling forecasts
- Monitor results and income against plan and provide strategic thinking to respond to any changes in performance proactively

STAFF MANAGEMENT

10%

Provide high level, strategic, ambitious leadership and effective management to the Emergencies & Programme Funding team.

- Lead the Emergencies & Programme Funding function to ensure all staff work together within and beyond the team to manage all stakeholder relationships well and achieve income targets
- Recruit and retain key team members and ensure all staff are managed to ActionAid polices and fully understand and are committed to ActionAid’s mission, values and fundraising strategy
- Develop workplans with team members and manage through one to ones and individual performance development programmes – addressing performance issues promptly
- Proactively ensure all staff are kept fully briefed on key management, communications and campaigning issues
- Ensure that communications between staff engaged with identified donors both within and beyond the fundraising department are excellent and effective
- Ensure staff communicate and work effectively with other teams and departments

GENERAL RESPONSIBILITIES	10%
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- Participate as a proactive member of the Fundraising Management team and the Leadership Group, providing strategic leadership on core responsibilities and providing advice and support to fellow team members
- Support the Director of Fundraising as required
- Act as ambassador to ensure relations between fundraising and other departments remain productive and deliver in line with strategic objectives
- Raise awareness of AA as a major player in the fight against global poverty and the humanitarian sector
- Represent fundraising needs to other parts of ActionAid to enable fundraising programmes to meet their objectives and maximise opportunities
- Contribute to building a culture of ambition, openness and innovation within Fundraising Department and ActionAid
- Provide valuable input into development of the overall fundraising strategy and other fundraising and organisational team plans
- Work with ActionAid International and other countries fundraising to proactively share learning and develop best practice – representing AAUK in international meetings as appropriate

Person Specification

Knowledge and Experience	
<i>Essential</i>	<i>Desirable</i>
Extensive experience (more than five years) at a senior level in the development sector is essential	Experience of managing a programme funding team within a major development organisation
A track record of successful fundraising from DfiD and major strategic foundations with the ability to develop and maintain effective high level working partnership with these major donors	Experience of fundraising from Disaster Emergencies Commission (DEC), Comic Relief and Big Lottery
Direct experience developing and managing development programmes in developing countries, ideally with experience in emergency response	Experience of the HRBA (human rights based approach) and humanitarian programme management
Proven track record in designing negotiating and winning solicited applications (e.g. tenders, RFPs) and unsolicited applications (e.g. through building relationships)	Knowledge of integrating policy and programme into applications
A good general understanding of the latest thinking in development programming with a high level of knowledge in and experience of humanitarian response	Understanding of the latest thinking and debates for at least two of ActionAid’s strategic priorities and the ability to engage donors in a discussion and debate on these

	issues (these include Women's and Child Rights; Agriculture and natural resources; governance; Education)
Experience building programme staff capacity to raise and manage institutional funding	Experience of working in networks to deliver the best outcomes
Understanding of the issues, systems and processes to deliver effective accountability, m&e and tenders for institutional donors	Previous experience developing accountability and contract management systems and processes.
Knowledge of key trends in policies and practices of donors that have implications for AA to secure and sustain income	
Extensive team leadership and management experience – experience of managing managers to deliver great results	Experience of managing performance over a distance
Experience of developing and managing plans, budgets and providing management information including forecasting against plan	
Skills and Abilities	
A graduate qualification, preferably in a relevant discipline such as development; anthropology; economics or another social science	A post graduate qualification in a relevant discipline, e.g. development, humanitarian, MBA
Leadership ability and a positive ambitious attitude to change, challenges and opportunities	
Excellent communications skills, both verbal and written in English	Fluent in written and oral French or another European language
Exceptional influencing and persuasion ability	
A finisher completer who thrives on managing and motivating people (internally and externally) to deliver challenging, ambitious objectives	
Willingness to travel internationally on a regular basis	
Commitment to promote and practice ActionAid's mission, vision and values	

Core responsibilities of Heads of Teams:

Duty	Description
Job Purpose	<p>Supporting the Director, be responsible for strategic and operational management for a team, compiling organisational plans, developing strategy for area of activity, ensuring implementation and that performance targets, strategic objectives are met.</p> <p>Contributes to corporate policies and strategy.</p>
Budget/Financial	<p>Responsible for management of budget</p> <p>Take responsibility for the drawing up of department/team budgets or financial initiatives in line with monthly/quarterly deadlines.</p> <p>Work with the Finance team to produce forecast and financial team plans quarterly.</p> <p>Ensure expenditure is aligned with team plans and that there is monthly budgetary control as required, justifying any variances identified.</p>
People Management Responsibility	<p>Responsible for operational management of a group of staff to include, recruitment and selection, performance management including appraisals and development planning, sickness absence management, dealing with discipline and grievance issue and any other line management duties.</p>
	<p>Ensure performance management processes are robustly undertaken at all levels in support of strategic objectives including planning and delivery.</p> <p>In conjunction with team, facilitate the agreement of department priorities and objectives and translate these into team/department targets.</p> <p>Take responsibility for the financial performance of the department/team including the delivery of agreed activity and performance targets monthly or quarterly.</p> <p>Manage the department/teams performance against ActionAid UK's corporate financial KPI's.</p>
<p>Equality & Diversity</p> <p>Health & Safety</p>	<p>The post holder must at all times carry out his/her duties with due regard to ActionAid UK's Equal Opportunities Policy, Dignity at Work Policy and standards of behaviour.</p> <p>Take responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirements of the Health and Safety Regulations and the Trust's Health and Safety Policies and Procedures</p> <p>It is the responsibility of the post holder to ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiatives within the area of work</p> <p>This job description will be subject to regular review and amended to meet the requirements of the role.</p>