



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	Humanitarian Funding Strategy Manager
Contract type	Fixed-term, 10-12 months
Grade/starting salary	5/£35,098-£37,575 p/a
Reporting to	Head of Programme Funding
Direct reports	None

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. 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

ActionAid is seeking to increase the amount of funding we receive from key institutional donors for our exciting work in emergencies and conflict.

There are significant changes to the way DFID disburses humanitarian funding, and ActionAid UK is seeking to ensure it maximises opportunities, while ensuring organisational policy on and approaches to emergencies and conflict are communicated effectively.

A key focus for this role will be to lead the development of a humanitarian funding strategy, specifically focused on DFID. This will include supporting the pre-qualification process for DFID's NGO Rapid Funding Mechanism (which aims to provide fast release of emergency funding). The role will also support other humanitarian resource mobilisation during the contract period and work with our country staff to build their preparedness to access humanitarian funding.

Key tasks and responsibilities

1. Lead the development of a humanitarian funding strategy for ActionAid UK specifically focused on DFID

2. Lead the process of pre-qualification for AAUK (on behalf of AAI and its members), to enable us to access the Rapid Funding Mechanism in future which will release funds to NGOs within 72 hours of a disaster/crisis occurring
3. Work with ActionAid's International Emergencies and Conflict Team and those affiliates and country programmes where DFID funds are available to access the Humanitarian GPAF and Resilience Fund as these become available.
4. Support ActionAid Affiliates, associates and country programmes to access in-country humanitarian funding by building their capacity to engage with donors.
5. Support access to emergency funding through the rapid mechanism outlined above. This will include the development of proposals (some within hours of the emergency striking), tenders and support to grant management once funds are accessed.

Person Specification

Knowledge and Experience	
<i>Essential</i>	<i>Desirable</i>
Extensive experience of programme funding with institutional donors for international development NGOs in a humanitarian context	Experience providing policy briefs on humanitarian issues
Specific experience of securing funding from DFID	Humanitarian field experience, including living overseas
Experience of developing and implementing programme funding strategies	Humanitarian programming expertise
Experience supporting country staff to access funding from institutional donors	
Existing contacts with DFID, especially CHASE or appropriate country-based teams	
Skills and abilities	
Ability to lead a small team to deliver a project	Additional languages an advantage
Strong bid writing skills, with experience of securing large grants	Tendering experience
Experience of capacity building and training	
Excellent written and spoken English to engage effectively with a wide range of audiences.	
Commitment to ActionAid's mission, vision and values, with a focus on Women's Rights	