

act:onaid Job Description and Person Specification

Job Title:	IPD Administrator	Job Ref 42
Department:	International Partnership Development (IPD)	
Reports to:	IPD Institutional Donor Manager	Grade: 3
Permanent/Contract	Permanent	
Location:	London	
Criminal Record Check:	NA: <input type="checkbox"/>	Standard: <input type="checkbox"/> Enhanced: <input type="checkbox"/>
Direct Reports:		
Job Role		
Role Overview:	The purpose of this post is to provide projects and administrative support to the IPD team.	
Accountabilities		
Key Accountabilities / Responsibilities:	Key Activities	% time on task
Internal Communications:	<ul style="list-style-type: none"> • Donor Intelligence gathering and circulation • Writing updates and presentations on IPD activity for ActionAid International audiences • Design and maintain materials for use by partnership development staff across AA • Maintain contact lists of internal and external stakeholders • Maintain effective communication with the IPD community and other teams in ActionAid • Act as main point of contact for general information on IPD for the wider organisation and for the IPD team. 	25%
Team Administration	<ul style="list-style-type: none"> • Organise travel arrangements • Organise meetings, and events with internal and external people • Maintain IPD work plan • Process invoices, expenses and credit card statements for sign off and recording on systems 	30%

act:onaid Job Description and Person Specification

	<ul style="list-style-type: none"> • Administration support to organisational requirements e.g. ALPS • Organise and minute team meetings and other meetings as requested • Be responsible for ensuring regular team communications (e-mail; on-line, teleconference) • Manage the IPD team calendar • Keep IPD documents and resources up to date and maintain filing systems • Respond to ad-hoc requests on demand • Develop and implement a plan to maintain relevant expertise on an internal consultants database, including maintaining relationship with key consultants 	
<p>Systems Administration</p>	<ul style="list-style-type: none"> • Manage the IPD intranet (HIVE) sites (IPD team and Funding Programmes), including: <ul style="list-style-type: none"> -Uploading relevant documents -Developing management protocols for managing documents on the site -Working with user communities to ensure relevance of the site -Recommend, and if necessary implement, changes to the site/s -Work with external consultants as required to develop the site/s -Managing IPDs tools on the HIVE • Internal marketing to promote use of the site/s • Ensure users are able to use the site 	<p>30%</p>
<p>Project & Contract Support:</p>	<ul style="list-style-type: none"> • Provide support to donor co-ordinators in IPD to check country concepts and proposals meet donor requirements • Support EC coordinator to complete the submission process and contract signing for all EuropeAid applications that have to go through the UK 	<p>15%</p>
<p>Typical People Management Responsibility</p>		

act:onaid Job Description and Person Specification

<i>Approximate number of people managed in total</i>	
<i>Matrix Manager – (projects/dotted line)</i>	
<i>Team Leader</i>	
<i>Grandfather- manager of Team Leaders/Managers</i>	
What is the global remit? Operates in:	
<i>Own country</i>	
<i>2 or 3 countries at a minimum of 40% of time</i>	
<i>Geographic Region</i>	
<i>Multiple Geographic Regions</i>	
<i>Remit covers all ActionAid countries</i>	
Role Dimensions	
<i>Financial (limits/mandates)</i>	<i>Non-financial (customers/staff)</i>
Key Relationships to reach solutions	
<i>Internal (to ActionAid or team)</i>	<i>External (to ActionAid)</i>
Person Specification	
Knowledge and Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Proven administrative/office experience where initiative, problem solving, liaison and diplomacy are required • Excellent liaison, diplomacy and problem solving skills • Excellent organisational skills • A self starter, requiring little supervision to prioritise tasks and produce high-quality work under pressure • Proactive approach to problem solving and efficiency • Excellent demonstrable written and verbal communication skills • Friendly and efficient telephone manner and good communication skills, with proven experience in liaising with a range of external contacts. • Strong team working abilities • Develop, promote and practice AA International values, vision and

act:onaid Job Description and Person Specification

	<p>strategy</p> <ul style="list-style-type: none"> • Experience of using internet for information searches <p>Desirable:</p> <ul style="list-style-type: none"> • Experience of working in a multicultural environment. • Knowledge of development environment and official donors. • Ability to use spreadsheets and have some numeracy skills.
Education & Certifications	<ul style="list-style-type: none"> ◆ Educated to minimum of 'A' level standard
Job Specific Technical Requirements	<ul style="list-style-type: none"> • Computer literate, advanced word processing, power-point, database and e-mail skills
Organisational Structure	
Competency Profile	
Competency	What it looks like
Action	The desire to accept ownership and accountability, whilst getting things done well and meeting challenging goals
Planning	The ability to think ahead and decide on courses of action, ensuring that the resources required to implement the action will be available, and scheduling work required to achieve an end result
Innovation	The ability to originate, introduce and be open to, new practices, concepts, ideas and change and to continuously improve
Communication	The ability to get our points across clearly, both orally and in writing, to ensure we get our key messages across in the right way
Collaboration	The ability to work co-operatively and flexibly with others, both within and outside the organisation, demonstrating an understanding of effective team working and partnerships
Leadership & Management	The capacity to inspire others to give of their best to achieve a desired result, whilst maintaining effective relationships with individuals and teams as a whole and allocating resources