

JOB DESCRIPTION

Position title: Donor Coordinator (EC)

Location: London office

Reports to: IPD Institutional Donor Manager

Also accountable to: Head of IPD

Functional links:

- Programme Funding Team, AAUK
- IPD Core team
- IPD staff in countries
- UK Finance team
- EC
- Programme and finance managers leading EC funded projects in countries
- Relevant regional staff (including Europe staff based in Brussels)

Direct reports: None

Salary Grade: 4

Budget holder: ActionAid International

Purpose of this role: To help ActionAid International secure, manage, and optimise institutional funding from the EC by providing technical advice, information, training and additional support on preparing proposals, managing contracts, and compiling reports according to EC regulations.

Key responsibility areas:

	Key elements	Accountable to	%time
1.	<p>Provide timely and professional technical advice, training, and support on EC contract management including EC rules and procedures to minimise the risk of non-compliance in EC grants.</p> <ul style="list-style-type: none"> • Respond to queries from within ActionAid about EC contract management • Proactively, ensure that relevant ActionAid staff at all levels are well-informed about EC rules and regulations and key changes to them as they occur. • Develop and recommend guidelines and policies that will enable the organization to increase its capacity to effectively manage and deliver on its EC contracts; • Provide support to Country Programmes in their negotiation of contracts, derogations, and other amendments. • Develop and update training materials on EC technical requirements and contract management and facilitate trainings at country level • Advise UK Finance and Internal audit teams on EC procedures to ensure that ActionAid systems comply with EC rules 	<p>Head of IPD UK Finance Director Country Directors Thematic leads</p>	
2.	<p>Support proposal submissions to the EC</p> <ul style="list-style-type: none"> • Work closely with Country Programmes to increase their engagement and intelligence on forthcoming opportunities with local EC delegations and offices • Help ensure that all final proposals to the EC meet a consistently high standard of quality. • In cooperation with thematic advisors, review proposals to ensure compliance with technical requirements and guidelines and give appropriate feedback to proposal writers 	<p>Head of IPD Thematic leads</p>	
3	<p>Provide oversight support to reporting to the EC</p> <ul style="list-style-type: none"> • Provide support to CP staff and thematic advisors on reporting requirements and forms • Review narrative and financial reports to ensure compliance to EC rules and procedures • Ensure that country teams meet EC reporting deadlines 	<p>Head of IPD UK Finance Director (EC contracts)</p>	
4.	<p>Oversee the provision of information on EC funding opportunities on a timely and regular basis</p>	<p>Head of IPD</p>	

	<ul style="list-style-type: none"> • Gather intelligence on forthcoming opportunities, EC financing decisions and strategic priorities • Input relevant EC donor information into IPD updates and other communications tools 		
5.	<p>Support ActionAid engagement with the EC agencies at global and country levels.</p> <ul style="list-style-type: none"> • Encourage and support country programmes to build relationship with their EC delegations and local offices at country level • Advise AA staff on relevant themes and issues for engagement with the EC • Manage relationships with the EC as required and appropriate • Act as main point of contact with the EC agencies for all funding opportunities and submissions 	Head of IPD	
6.	<p>Ensure the provision of regular analysis and information reports on EC contracts and grants held by ActionAid globally.</p> <ul style="list-style-type: none"> • Maintain a database of all EC contracts with accurate and updated information • Prepare and distribute monthly reports on current and pending EC contracts. • Produce periodic reports on potential risks to EC funding and suggest mitigation strategies within ActionAid in consultation with line managers. 	Head of IPD UK Finance Director (EC contracts)	

<p>Skills and qualifications:</p> <ul style="list-style-type: none"> • A minimum of 3 years' experience in the NGO sector with knowledge of current development thinking and trends. • Significant experience of working with institutional donors, particularly the EC and foundations in a policy/ fundraising capacity. • Knowledge and experience of EC rules regulations and procedures around funding and contracts. • Proven ability in developing and maintaining effective working partnerships with major institutional donors. EC specifically. • Proven track record in proposal design and success at raising money from official donors, particularly the EC. • Excellent interpersonal, communication and negotiation skills to work effectively in a multi-cultural environment.

- Excellent capacity building/ facilitation and training skills.
- Experience in distance team working, including providing support from a distance.
- Ability to work independently and be self motivated.
- Commitment to ActionAid's vision, mission and values.
- Gender awareness and an understanding and knowledge of gender in development issues.
- Willingness to travel.

Review date: July 2011

Signed by: D Marsh

Date: 11 July 2011