



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.

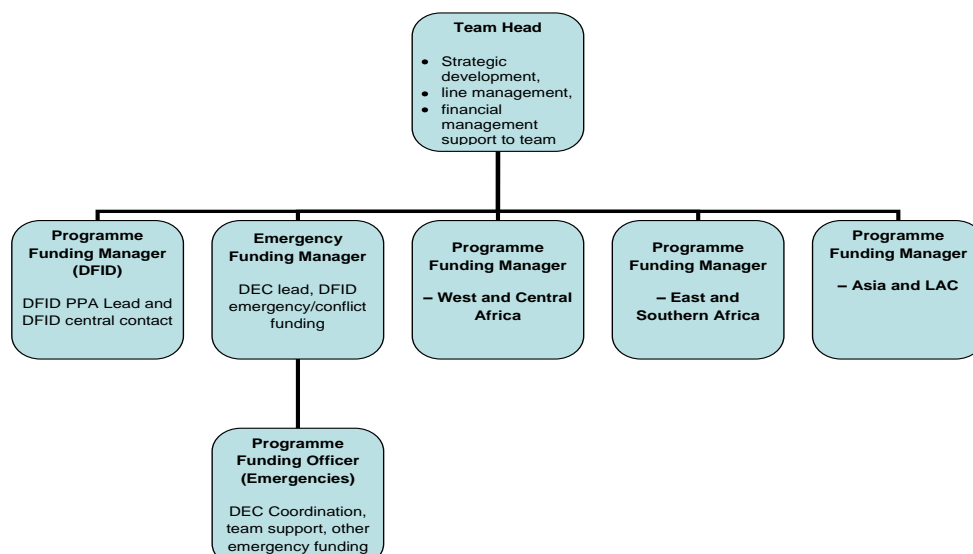
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|----------------------------------|---|------------------------|---------------------|
| Job title | Head of Programme Funding (Maternity Cover) | | |
| Contract type¹ | Temporary – fixed term | Contract length | 12 months |
| Grade/Starting salary | 6 | Date | July 2011-July 2012 |

Context

ActionAid improves people's lives every day. But we know that's not enough. So we work relentlessly to change whatever is keeping them trapped in poverty. This means we have a better chance of ending poverty for good. ActionAid is an international development charity. Formed in 1972 we have been growing and expanding to where we are today - working with over 13 million of the world's poorest and most disadvantaged people in 42 countries worldwide.

In the UK our Fundraising department comprises of Supporter Marketing, Supporter Care, Major Gifts and Programme Funding Teams, together raising over £60million each year for ActionAid's work around the world. The new strategy, currently being drafted, sets ambitious targets to dramatically double income from institutional donors internationally as well as in the UK. In order to meet the targets set in the strategy, during the coming year the programme funding team are expanding their work to build the capacity of ActionAid Country Programmes around the world to access DFID grants and tenders from local DFID offices, as well as continuing to raise and manage funds in the UK from DFID, DEC, Big Lottery Fund and Comic Relief. The role holder will lead this development.

This one-year temporary role is to cover the current post holder's maternity leave.



¹ E.g. permanent or fixed term

Main purpose of the role

The Head of Programme Funding leads the implementation of a £10m+ programme funding strategy to raise and manage funds from UK institutional donors. Leading a team of 6, the Head of Programme funding ensures that ActionAid UK maximises opportunities to raise and successfully manage income from DFID in the UK and overseas, Disasters Emergency Committee, Big Lottery Fund and Comic Relief.

Management and key relationships

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| Staff managed² | 5 Programme Funding Managers and 1 Programme Funding Officer (line managed by one of the PFMs) |
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| Reports to³ | Director of Fundraising |
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Key Relationships

External: Key contacts at new and existing donors
 Internal: Trustees and Senior Management, Major Gifts Team, Other heads of Teams in the UK, Country Programme Directors, Thematic and regional staff and international directors.

Main Duties

| Duty | % Time⁴ |
|---|---------------------------|
| 1 Lead on implementing the strategy, work plan and budget for the Programme Funding Team <ul style="list-style-type: none"> • Deliver a sustainable strategic plan for fundraising from DFID, Comic Relief, Big Lottery Fund, DEC • Monitor overall progress against key indicators to target • Provide expert knowledge and guidance to the team about donors and donor trends • Produce an annual plan and budget for the team, monitor income and expenditure and adapt as necessary during the year • Monitor non-financial team key performance indicators | 20% |
| 2 Line Management and Development of the Programme Funding Team members <ul style="list-style-type: none"> • Manage line reports in accordance with ActionAid Policy and Practice • Facilitate staff work plans within the framework of agreed strategies • Provide each staff member with appropriate personal development opportunities • Provide hands on support to team members managing complex applications and contracts • Manage recruitment and selection processes | 20% |
| 3 Ensure income is raised to agreed targets <ul style="list-style-type: none"> • Play a leading role as appropriate or provide expert support to team members on large/complex applications or in the development of strategic donor relationships | 25% |

² Please note ActionAid reserves the right to increase or reduce the number of staff managed according to the needs of the organisation.

³ Please note ActionAid reserves the right to change the line of management according to the needs of the organisation.

⁴ Please note these percentages are an indication only of the weighting of the duties.

| | | |
|---|--|-----|
| | <ul style="list-style-type: none"> Attend external events and meetings to develop strategic relationships with donors and other key organisations Ensure that timely and appropriate funding requests/applications are made by the team in order to maximise all opportunities to raise funds Ensure communication with donors is coordinated and shared Ensure that managers are recording all appropriate donor and grant information on the database | |
| 4 | <p>Ensure donor contracts are managed to the highest standards</p> <ul style="list-style-type: none"> Ensure that reporting and other obligations attached to contracts are fulfilled effectively and in a way that strengthens donor relationships Work with Country Programme, Thematic and Financial staff to ensure finance, legal and contractual compliance of donor requirements. Support ActionAid countries and directors to ensure good quality reporting, including providing training in grant management to country based staff Maintain an overview of management information systems to track grant management including Raisers Edge, the HIVE, TMI and the ALPS tracker | 25% |
| 5 | <p>Develop and use internal relationships to maximise support for the team's work</p> <ul style="list-style-type: none"> Work with key internal teams, senior staff and trustees in the UK and internationally to recognise and capitalise on strategic opportunities to engage institutional donors Provide expert advice on the nature of institutional donors to SMT to support organisational objectives and development Work with International fundraising to develop, contribute to and advise on the International Fundraising Strategy | 10% |

| Person Specification | | |
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| Knowledge, skills and experience: key requirements | | |
| | Requirement | Evaluation⁵ |
| 1 | Significant and relevant experience in the NGO sector with an in depth knowledge of current development thinking and trends, and of trends in official funding | CV/Int |
| 2 | Demonstrable experience of implementing fundraising strategy | CV/Int |
| 3 | Experience of monitoring, reporting and forecasting against plans and budgets | CV |
| 4 | Proven experience of raising funds from and managing complex relationships with a range of statutory and philanthropic organisations | Int |
| 5 | Experience of line managing staff, managing and motivating teams and of capacity building, coaching and facilitation | CV/Int |
| 6 | Proven ability to build and establish networks and relationships in order to work collaboratively and maximise commitment | Int |
| 7 | Ability to think and analyse situations creatively and problem solve at a | Int /test |

⁵ This is relevant for recruitment purposes and sets out how a candidate will be assessed against requirements. Options are application form/CV (App), interview (Int) or test (Test)

| | high level | |
|---|---|-------------|
| Competencies ⁶ | | |
| | Requirement | Evaluation |
| 1 | <p>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</p> <ul style="list-style-type: none"> ✓ Formulating clear and measurable objectives which will achieve our vision and strategy ✓ Budgeting and aligning resources effectively ✓ Foreseeing and managing risk ✓ Good organisational and prioritisation skills ✓ Showing flexibility and modifying plans to adjust for unforeseen circumstances | Int |
| 2 | <p>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</p> <ul style="list-style-type: none"> ✓ Considering a wide range of stakeholder needs in decision-making ✓ Co-operating across the organisation to achieve best use of human, financial and other resources ✓ Encouraging others to learn, develop, share knowledge and evaluate their effectiveness | Int |
| 3 | <p>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</p> <ul style="list-style-type: none"> ✓ Monitoring performance and developing employees through feedback and coaching ✓ Possessing a broad international outlook ✓ Providing a source of energy and direction to achieve objectives | Int |
| Knowledge, skills and experience: desirable | | |
| | Requirement | |
| | Strong communication skills | CV/Int/Test |
| | Analytical and strategic planning skills | Int |
| | Competent IT skills (word, excel, databases, web) | CV |
| | Ability to work to deadlines, under pressure, on own initiative. | Int |
| | A commitment to ActionAid's mission and values | CV/Int |

⁶ Competencies articulate the behaviours which an organisation expects its staff to demonstrate in the course of their work both to reflect organisational values and add significance and worth.