



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	Programme Funding Manager
Contract type	Permanent
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

The Programme Funding Manager will work at a strategic and operational level to generate and ultimately increase income for work undertaken by ActionAid country programmes through effective management of relationships with institutional and official donors, including the Big Lottery Fund and DFID.

Key tasks and responsibilities

- Develop and implement relevant donor funding strategies, particularly in relation to the Big Lottery Fund.
- Seek, initiate and act on opportunities to strategically engage, involve and develop donor relationships, including chances to for donor engagement with key UK and country programme staff.
- Keep up to date with donor policies, application and reporting processes, remaining abreast of major development assistance agreements and potential NGO funding opportunities.
- Provide guidance and co-ordination throughout the organisation for programme funding work, from securing funds, managing effective donor relationships through to all elements of donor contract compliance management.
- Ensure that requests for support and formal applications are made in a timely fashion and to a high standard.

- Take part in donor assessments, endeavouring to respond to any donor requests or questions in a timely manner, and in a way to further strengthen the relationship.
- Work positively with colleagues within and beyond the team, to ensure that communication with donors is co-ordinated and information shared and that all appropriate information is recorded on the database.
- Identify and use opportunities to build relationships with ActionAid International and country programme staff.
- Oversee the grant management of Big Lottery and other donor funded contracts through working in partnership with country programme staff.
- Build the capacity of ActionAid country programme staff to effectively secure and manage donor contracts, through the following:
 - Share donor intelligence
 - Provide advice, training and support in proposal development
 - Work with country programme colleagues to manage the contract inception stage to ensure all stakeholders are able to meet and adhere to donor requirements
 - Build the capacity of country programme staff to manage the grant to a high standard and report back to the donor on time through training and ongoing advice and mentoring
- Share responsibility with colleagues in the programme funding team to encourage cross-departmental information and knowledge sharing within ActionAid, both in the UK and internationally.

Person Specification

Knowledge and Experience	
<i>Essential</i>	<i>Desirable</i>
Extensive experience of programme funding with institutional donors for international development NGOs	Specific experience of securing funding from Big Lottery Fund, Comic Relief and DFID
Experience of working with a wide range of programme funding donors	Existing contacts with the Big Lottery Fund, Comic Relief and DFID
Experience of developing and implementing programme funding strategies	
Experience of preparing quality project proposals and narrative and financial reports for institutional donors	
Excellent written and spoken English to engage effectively with a wide range of audiences	
Excellent team worker	
Understanding of development issues and the role of international NGOs	
Commitment to ActionAid's mission, vision and values, with a focus on Women's Rights	
Experience of living and working overseas, preferably in the developing world	
Skills and Abilities	
Ability to interpret and analyse complex information from a range of sources and present to a donor in an appropriate format	Fluency in a second language

Proven facilitation, training and capacity building skills, ideally in supporting partners or colleagues overseas	
Ability to plan own work, setting priorities and completing under pressure or when faced with competing demands	
Able to initiate, develop and maintain cross-departmental communications	
The numerical ability to analyse financial information, budget and monitor costs and a sound knowledge of financial control procedures and risk management	