



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 Officer (Emergencies)
Contract type	Permanent
Grade/starting salary	Grade 4 / £30,886-£33,066
Reporting to	Programme Funding Manager (Emergencies)
Direct reports	No

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

Work with the Programme Funding Manager (Emergencies) to coordinate all emergency funding from institutional donors (DEC, DFID etc), and provide other cover and support to the Programme Funding Team as needed.

The role holder will be the main contact with international emergencies and country based staff to develop and support the management of DEC funding, including proposal development, reporting and donor liaison and relationship management.

Key tasks and responsibilities

Coordinate the DEC relationship as the Central contact	Central point of contact with the DEC: <ul style="list-style-type: none">• Act on information from the DEC and forward as appropriate• Co-ordinate internally the provision of information to the DEC• Ensure changes to DEC process is communicated internally• Attend DEC meetings where appropriate.
Support or lead on DEC appeals	Appeals Process: <ul style="list-style-type: none">• Provide support to the Programme Funding Manager (Emergencies) to manage DEC appeals and when required take the lead.

	<ul style="list-style-type: none"> • Keep well informed of any major emergency/conflict situation that may trigger a DEC appeal. • Liaise with fundraising, communications and other relevant staff within Actionaid UK (AAUK) and Actionaid International (AAI) to respond to emergencies before, during and after they occur • Access and generate information for DEC teleconferences, situation report submissions and other information requirements and attend internal update meetings (where required) <p>Proposal development:</p> <ul style="list-style-type: none"> • Provide support to the Programme Funding Manager (Emergencies), and where required lead on producing DEC proposals and budgets working in close collaboration with AA Country Programmes, International Emergencies & Conflict Team (IECT) advisors and others. <p>Grant Management Support</p> <ul style="list-style-type: none"> • In liaison with the Programme Funding Manager (Emergencies), ensure AA Country Programmes are well informed of donor contractual and reporting requirement - this includes planning and delivery of inception workshops in-country. • Working closely with AAI and AAUK Finance, IECT and the Programme Funding Manager (Emergencies), provide support to AA Country Programmes to produce DEC narrative and financial reports
Support efforts to secure and manage humanitarian funding from DFID	<ul style="list-style-type: none"> • Support the Programme Funding Manager (Emergencies) and the Programme Funding Manager (DFID) in the development and implementation of ActionAid UK's DFID funding strategy in relation to humanitarian funding • Ensure that requests for support and formal applications are made in a timely fashion and to a high standard. • Support the Programme Manager (Emergencies) to provide capacity building to Country Programme staff in emergency fundraising preparedness
Deputise/cover/provide support for the wider team and carry out research as required	<ul style="list-style-type: none"> • Provide proposal development and grant management support to other members of the team during busy periods • Provide cover / deputise during other team members' absences, if required • Manage volunteers/interns if required/appropriate

Person Specification

Knowledge and Experience	
<i>Essential</i>	<i>Desirable</i>
Demonstrable experience in international development fundraising or programmes	Experience of working with DEC /and or DFID grants
Experience of fundraising from foundations	Experience of emergency funding

and official donors	mechanisms
Experience of proposal development, grant management and reporting to donors	Experience of working within an international organisation and a good knowledge of issues relating to international poverty and/or the humanitarian sector
Excellent formal and informal communication skills in multiple contexts	Experience of developing and delivering in-house training and/or facilitation
Experience of coordinating complex information from a range of sources and countries, including liaising directly with country staff, to present information to donors in an appropriate format	Communications experience
Experience of developing and analysing complex budgets and financial reports	
Skills and Abilities	
Ability to use a sophisticated database (knowledge of Raisers Edge preferable)	
A good aptitude for research (and ideally experience)	
Strong levels of initiative and good judgement on when to seek guidance	
Good overall IT skills, and particular experience of using excel spreadsheets	
Ability to contribute to and work with a team	
Ability to take initiative and be self managing	
A commitment to Action Aid's mission and values	

Willingness to travel