



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. Employees are expected to be flexible in their work in order to deliver the objectives of the organisation.

Job title	Project Information Officer
Contract type	Full time permanent
Grade/starting salary	Grade 4/£30,886 - £33,066
Reporting to	Research and Project Information Manager
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

To ensure that the Research and Project Information Team enables the Major Gifts Team to secure dramatic income growth (tripling income by 2017) from high net worth individuals, charitable trusts and foundations, and corporates through bringing existing and prospective donors closer to ActionAid's work. We are looking to recruit a highly motivated, ambitious member of staff who will bring with them a passion to work for ActionAid and a commitment to preparing compelling programme materials and key communications to inspire and educate high value donors, and build the capacity of country programmes to manage high value income.

Key tasks and responsibilities

Develop and write high quality, bespoke proposals and reports for submission to high net worth individuals, trusts and foundations, and corporate donors.

- Develop and write funding proposals, concept notes and reports with a focus on proposals for top prospects and donors that match organizational priorities.
- Work with country programmes to identify gaps in information, missed steps in planning, budget discrepancies and assist in developing comprehensive project budgets.
- Develop strong and productive working relationships with staff across a range of Country Programmes and themes, to assist in developing coherent and compelling proposals, budgets and reports.
- Under direction from the Research & Project Information Manager, advise the Major Gift Team on proposal and report writing best practice, with a focus on programme quality.

Manage high value grants by building relationships and increasing the capacity of country programmes.

- Assist in the setting up of new projects, by establishing grant management and reporting schedules, completing MoUs and advising Major Gift Managers on the process.
- Grant manage a number of high value grants, including a multi-year, multi-country grant funded by a newly established large foundation.
- Under instruction from the Research & Project Information Manager, build capacity of country programmes to plan, deliver, monitor and evaluate high value projects by providing best practice guidance.
- Deliver high value capacity building and inception workshops where required in order to ensure country programmes can deliver on high value projects and commitments.

Contribute to the implementation of the high value communications strategy with assistance from the Project Information and Research Assistant.

- Produce inspiring and informative communications for donors and prospects, taking the lead to write articles and updates by deciding on the type, tone and style of communication in line with ActionAid’s brand; sourcing and synthesising information about specific projects or themes; proof reading, editing and formatting for relevant events and audiences.
- Ensure all communications produced are in line with ActionAid’s brand and key messages, and are integrated with those of other teams to ensure a seamless and coherent supporter journey.

Person Specification

Knowledge and Experience	
<i>Essential</i>	<i>Desirable</i>
A proven track record in writing successful high value fundraising proposals and securing significant donations from major donors, charitable trusts and foundations and/or corporates	A good understanding and experience of monitoring and evaluation.
A good understanding of international development programmes including terminology and language	Experience of working within an international development and/or humanitarian relief organisation
Proven experience of setting up large grants and grant management.	
Proven ability to prioritise and manage a varied workload, taking initiative and often working to conflicting deadlines.	
Commitment to equal opportunities and to ActionAid’s mission, vision and values, especially in regards to Women’s Rights	
Skills and Abilities	
Excellent verbal and written communication skills	
Highly accurate with a strong attention to detail when handling complex/technical programme information	
Strong inter-personal and relationship building skills	

Ability to manage financial information relating to project budgets, query inaccuracies and present this information in an understandable and appropriate way.	
Confident IT skills to enable the production of visually appealing and professional Word, PowerPoint and Excel documents	
Ability and willingness to travel overseas and in the UK	