

Role title:	Senior programme funding officer	Line manager:	Programme Manager, Country Manager depending on location	Management responsibilities:	Yes
Role family:	International programmes	Matrix manager:	N/A	Expected travel per annum:	Up to 30 days
Positioned in:		Budget authority:	Yes		

<p><b>Role context</b></p> <p>Role is in the International programme role family positioned in Programme Support and Development.</p>	<p><b>Role purpose</b></p> <p>To be responsible for managing a large or complex number of Christian Aid partnerships and programmes as well as the effective disbursement of significant funds to Christian Aid partners working on the programme. To contribute to the development of Christian Aid policy and strategy in the country or region or division. To contribute to the representation and brand of Christian Aid and to engage with and promote communications and fundraising, including institutional donors. The role may include technical specialism such as HIV or livelihoods and/or may include management or training of staff.</p>	<p><b>Education and qualifications</b></p> <p>Educated to degree level or equivalent. Preferably in relevant area.</p>
<p><b>Relationships</b></p> <p>Working closely with partners managing large or complex partnerships or programmes. Managing a high performing team with strong links between partner work and advocacy, communications and fundraising roles in the UK. This may also include contact with institutional donors and may include contact with supporters through direct fundraising.</p>	<p><b>Role outputs</b></p> <ul style="list-style-type: none"> <li>● Strong portfolio consisting of a large volume of partners able to respond and support Christian Aid's advocacy, fundraising and communications agenda.</li> <li>● Compliance with financial policies and procedures including reporting requirements and contribution made to other team members in the development and implementation of partner capacity building and training. (May not apply to role, depends on location).</li> <li>● Significant grant proposals based on strong planning and evaluation procedures using Christian Aid's internal systems.</li> <li>● Significant decisions on programme work in the country informed by Christian Aid's strategic focus areas.</li> <li>● Recruitment, management and development of high performing team who are meeting their objectives.</li> <li>● Strong linkages between partner work and advocacy, communications and fundraising roles within the UK. This role may include direct fund raising depending on location.</li> </ul>	<p><b>Knowledge required</b></p> <p>Essential • knowledge of development issues and current affairs in the region • Financial controls and procedures • Project Cycle Management • Knowledge of official donors. Desirable • SPHERE standards and codes of conduct • knowledge of churches and indigenous organisations</p> <p><b>Experience and skills</b></p> <p>Essential • Management of people / professional supervision • Significant relevant work experience including proposal and report writing for donors such as DFID, EC, USAID, Trusts and Foundations • Proven success of securing funds from official donors • Planning, monitoring and reporting on development and/or humanitarian programmes Desirable • In depth knowledge of country/region of work • Experience of partner-based work • Training and facilitation skills</p>
<p><b>Decision-making</b></p> <p>• Required to make significant decisions on programme work in the country informed by Christian Aid strategic focus group. • Significant decisions on programme work in country. • Decisions are made in order to manage a team, from recruitment to managing a workgroup to ensure programme work is successfully managed. • Decisions based on technical expertise such as HIV or Livelihoods. • Development of strategies to maximise income from existing and new donors • Development of proposals and reports for funding and contract management • Development of programme funding capacities of CA staff and key CA partners • Establishment and strengthening of contacts with new and existing donors at country and HQ levels in collaboration with programme staff.</p>		<p><b>Christian Aid core IT skill requirement</b></p> <p>Intermediate</p> <p><b>General</b></p> <ul style="list-style-type: none"> <li>● Further details of specific tasks and duties will be agreed with the line manager as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility.</li> <li>● Abide by the Code of Conduct, policies and procedures within Christian Aid.</li> <li>● This role profile is not prescriptive; it merely outlines the key behaviours the role-holder requires to be successful in the role; the key behaviours and responsibilities are subject to change. Any changes will be made in consultation with the role-holder.</li> <li>● Must be in sympathy with the aims of Christian Aid as it seeks to express the concerns of the Churches in relief and development, and strengthening poor communities.</li> </ul>

## Core competencies:

### A: Innovation and creativity

These behaviours are about demonstrating openness to new ideas and seeking opportunities for Christian Aid to grow and be more effective at achieving its essential purpose. We also seek to learn from our experiences, adapt appropriately to change and make effective decisions on the most appropriate intervention.

- L2 Contribute to the creation of new opportunities for Christian Aid's growth or improving work group working practices.
- L2 Contribute to the promotion and implementation of learning within the work group.
- L2 Contribute to the success of change initiatives and understand the need for change as a means of strengthening the organisation.
- L2 Make day-to-day decisions that impact on the delivery of a work group goal.

### B: Effectiveness and accountability

These behaviours are about demonstrating the ability to organise and execute work plans in a way that strengthens the work of Christian Aid. Everyone is accountable for their contribution to the achievement by Christian Aid of aims and objectives set out in its key strategy document Turning Hope into Action.

- L2 Deliver cost-effective work plans that demonstrate the greatest return on investment.
- L2 Contribute to the organisation and implementation of work group plans.
- L2 Contribute to and deliver on work plans to achieve work group objectives.
- L3 Coordinate the review of issues affecting the work group and support the implementation of agreed actions.

### C: Team work

These behaviours are about demonstrating effective working practices with individuals and work groups; supporters and partners; staff and volunteers; and any other stakeholders. They emphasise the need to act as one organisation in an environment that reflects many different cultures and disciplines.

- L1 Work with Christian Aid's culture, structure and policies.
- L2 Contribute to the effectiveness of the work group.
- L2 Contribute to a culture that positively values the diversity of people, views and ideas within Christian Aid.
- L2 Contribute to the positive achievements of work-group objectives.

### D: Communication and interaction

These behaviours are about relating to others, communicating and networking effectively about the work of Christian Aid, and presenting information and expressing opinions confidently to internal and external audiences.

- L2 Contribute to the delivery of information, ideas and opinions within a work group.
- L2 Contribute to the maintenance of networks and relationships within and outside the work group.
- L2 Share ideas, question opinions and participate in discussions confidently.
- L3 Engage confidently using English language.

## Management competencies:

### E: Operational leadership and management:

These behaviours are about effectively leading and managing work groups to deliver high-quality results for supporters/donors, beneficiaries and internal customers.

- L2 Integrate and interpret broad and complex information
- L2 Personally take risks
- L2 Integrate and interpret broad and complex issues
- L2 Align work group goals and actions

### F: People leadership and management

These behaviours are about effectively leading and managing people within a work group, enabling their voice within the work group, managing their performance and enabling individuals and work groups to volunteer their best contribution for the organisation.

- L1 Share knowledge
- L1 Appeal to reason
- L1 Support change
- L1 Meet work group's fundamental needs

## Role-specific competencies:

### G: Attention to detail

Working in a conscientious, consistent and thorough manner.

- L2 Contribute to recognition of less obvious information

### H: Information gathering and processing

Locating and collecting data from appropriate sources and analyzing it to prepare meaningful and concise reports that summarize the information.

- L2 Undertake analysis of common situations that present limited difficulties

### I: Initiative

Dealing with situations and issues proactively and persistently, seizing opportunities that arise.

- L3 Address imminent issues or opportunities

### J: Writing skills

Communicating ideas and information in writing to ensure that information and messages are understood and have the desired impact.

- L3 Convey in-depth information