



## JOB DESCRIPTION

Job title	<b>Programme Funding and Grants Coordinator</b>
Grade	<b>Scale 6</b>
Department	<b>Operations, UK</b>
Reports to	<b>Head of Programme Funding</b>
Job Location	<b>Greenwich London, UK</b>
Working Hours:	<b>37.5 hours (full time)</b>
Salary Band	<b>£28,538 – 30,201 gross per annum</b>

### Job Purpose:

Action Against Hunger UK is a humanitarian organisation committed to ending child hunger. Every day we work to save the lives of malnourished children while providing families with sustainable access to safe water and good nutrition.

With over 30 years of expertise in emergency situations of conflict, natural disaster and chronic food insecurity, we helped over 13.6 million people in 47 countries last year.

The purpose of this role is to coordinate, strengthen and expand Action Against Hunger's UK programme funding portfolio, with a particular focus on the UK Government and emergency networks such as Start and the Disasters Emergency Committee (DEC).

The post-holder will provide support to the Programme Funding Team to develop and implement its DFID Engagement Strategy to achieve these aims. The role will primarily involve responsibility for managing specific grants and contracts; coordinating a number of strategic projects (e.g. policies, briefing materials, compliance) and; ensuring the smooth running of the Programme Funding team's administrative and monitoring systems and co-ordination with the rest of the network. In addition, the post-holder will assist with proposals, engagement with the UK sector, trainings, communications and strategic development support.

As part of the Action Against Hunger UK Operations Department, the post-holder will contribute to the Department's development and activities as relevant and engage with other teams within Action Against Hunger UK (e.g. finance, communications) and Action Against Hunger's International teams (country level, HQs). The Programme Funding Team is also part of Action Against Hunger's International Donor Relations Unit (IDRU) and the post holder will also engage with this Unit.

### Key Duties and Responsibilities

1. Responsible for managing/overseeing specific grants and contracts. Supporting proposal and grant/contract development and management.

Provide a lead role in managing and overseeing specific grants and contracts including ensuring quality and timely reporting and finances, contracts with donor and partners, compliance issues, as well as internal network agreements and co-ordination.

Provide support to the Programme Funding team with writing, editing and reviewing proposals and assist with other grants and contracts management where needed.



2. Coordinate specific projects: e.g. position/briefing papers, policies and materials; Network compliance and training

Based on the priorities of the Programme Funding Team Operational Plans, take responsibility for managing specific projects: developing an action plan and deliverables to take these forward; liaising with relevant teams/individuals within the UK and international network to implement actions and ensure timely and quality delivery of objectives; monitor implementation and advise on improvements/revisions.

Assist Programme Funding team with producing other position/policy papers, briefings, support materials, training as needed.

3. Ensure smooth running of Programme Funding team, including co-ordination, administrative and monitoring systems to support implementation of the DFID Engagement Strategy and Operational Plans.

Working closely with the Head of Programme Funding, Senior Programme Funding and Contracts Manager, Grants Co-ordinator, team intern, as well as the UK Finance team and others in the Network, to ensure that all tools and systems (e.g. Grants/proposal matrix, consortium mapping, IATI, Advocacy and sector monitoring, UK dashboard, finance and IDRU tools) are regularly updated and develop/improve these as needed. Be responsible for ensuring grant/proposal data is consistent across all monitoring platforms. Ensure the relevant parts of No Hunger Forum (intranet) are up-to-date, tagged and shared appropriately. Assist with analysis of data for monitoring and strategy development. Provide administrative support, including co-ordination and participation in meetings, note taking etc.

4. Improve the visibility and awareness of the Programme Funding team's work within Action Against Hunger UK. Assist the Programme Funding team with representation and profile raising of Action Against Hunger with the wider sector in the UK and with DFID/UK Government.

Internally, this includes coordinating, writing and disseminating information through blogs, newsletters, staff meetings and conference calls/meetings with the network and, maintaining and providing information on potential partners (supporting the consortia mapping/development process).

Externally, this may include participating in, representing and supporting Action Against Hunger to engage with the wider sector (e.g. Bond, inter-agency groups) and with DFID/UK Government (e.g. providing timely, accurate, useful information).

5. Provide research and information support as required

This includes taking the lead in researching and documenting new funding opportunities, potential consortia partners, DFID compliance requirements, providing information and findings to inform the Programme Funding team and other members of the network as relevant.

6. The post-holder will be required to undertake any other duties as reasonably required.

This includes supporting and contributing to the UK Operations Department and engagement/support to Action Against Hunger UK, IDRU and the wider network.



**Decisions and judgement:**

The job involves working within broad guidelines and using discretion and initiative across a range of project, funding and administrative and coordination tasks. The job is subject to managerial direction.

**Person Specification**

**Qualifications/education required**

Essential:

Degree or equivalent experience

Desirable:

Degree in international development or relevant field

**Skills and competencies required**

Essential:

- Ability to plan, implement and monitor specific projects/tasks; liaising and ensuring communication with relevant internal/external stakeholders, preparing/delivering supporting documentation in timely manner
- Administration, including maintaining and developing systems and tools for monitoring, analysis and information needs
- Experience in tracking, monitoring and reporting on budgets
- Excellent communication (English, written, verbal) for a wide range of people / purposes (e.g. internal and external).
- Research and analysis, ability to prepare timely, accurate, appropriate summaries, briefings, materials, policies for a range of audiences
- Attention to detail when reviewing / editing / preparing proposals, reports, contracts, financial information.
- Excellent time management and ability to work in a busy team, meet tight deadlines, multi-task, prioritise work, and work independently without constant supervision
- Interpersonal skills
- Experience in managing logistical processes and coordination of a range of tasks / competing priorities
- IT literate, particularly in using excel, word, outlook, sharepoint and internet
- Demonstrable experience and/or personal commitment to promoting gender equality and diversity

Desirable:

- Experience of working remotely with a dispersed team
- French and/or Spanish

- Working in the international development sector and with non-government organisations (NGOs)
- Knowledge of DFID/UK Government and /or other institutional donors
- Knowledge of wider development and humanitarian sector
- Work on funding proposals, contracts and reports, including budgets

**Core competencies required**

**As above**

Date Agreed

Authorised by

Reviewed on

**2<sup>nd</sup> August 2019**