



Job title	Senior Programme Funding and Contracts Manager
Grade	PO4-PO5
Department	Operations
Reports to	Head of Programme Funding
Job Location	Greenwich, London
Working Hours:	37.5 hours per week
Salary Band	£42,323 - 48,258

#### Job Purpose and Introduction:

Action Against Hunger UK is a humanitarian organisation committed to ending child hunger. For 40 years we have worked to save the lives of malnourished children while providing families with sustainable access to safe water and good nutrition.

In 2017, Action Against Hunger reached 20.2 million people in nearly 50 countries through interventions in nutrition and health; water, sanitation and hygiene; food security and livelihoods; mental health and care practices; and disaster risk management.

The Senior Programme Funding and Contracts Manager will work within the Programme Funding Team to help develop and manage a rapidly growing funding portfolio. They will play a key role in supporting Action Against Hunger to increase and deliver on its UK Government related programme funding portfolio, both country/regional specific and global initiatives. The post holder will also work with colleagues to raise Action Against Hunger's profile and engagement with the UK Government and UK sector, to inform, influence and collaborate on key areas of importance for Action Against Hunger's mandate. The post holder will support Action Against Hunger in responding to crises through our memberships of the Start Network and the Disasters Emergency Committee (DEC). This role may focus on particular countries/region(s), as well as selected global initiatives.

In line with Action Against Hunger International's DFID Engagement Strategy, and maximising the linkages between the UK Government's international agenda and Action Against Hunger's global priorities, the Senior Programme Funding and Contracts Manager will work closely with HQs and country teams, to develop opportunities and increase the level of new grants and commercial contracts, and ensure effective delivery on our rapidly growing portfolio of UK Government related grants/contracts, as well as funding from the Start Network and DEC. As part of a small but growing team, the Senior Manager will be expected to work at both an operational and strategic level, delivering on both funding and contract/grant management targets, as well as providing Action Against Hunger with high-level strategic and tactical direction on engaging with the UK Government and UK sector at UK, regional and country-levels.

### Key Duties and Responsibilities

- Ensure the timely identification of funding opportunities from the UK Government (country/regionally specific to be determined and global), including open calls for grants and commercial contracts proposals, contract bids from IMDP and CSSF frameworks (which we are pre-qualified for) and other opportunities. The Senior Manager will be expected to support the Network to identify potential funding opportunities, to regularly monitor funding announcements, and to communicate opportunities to the relevant Action Against Hunger counterparts (at global, regional and national levels). The Senior Manager will coordinate with the Network, and facilitate processes to ensure the most strategic possible approach to competitive calls and go/no go decisions.
- Support the Network to be well positioned to bid/apply for contracts/grants in consortia (either as prime or sub). This includes identification of, and effective engagement with, an increased and more diversified number of UK sector actors.
- Support HQ technical teams and country staff throughout the proposal development process (level of support provided will vary). This includes support with consortia building and negotiation, proposal development facilitation and, writing, reviewing and submission of proposals to ensure high quality proposals to achieve high success rates.
- Action Against Hunger UK, as signatory to all the Network's UK Government related funding grants/contracts, has overall responsibility to ensure high quality delivery and compliance on each grant/contract. The Senior Manager is therefore required to improve and support HQs and country teams' ability to deliver on the UK Government related grant/contracts. This includes oversight and support with contract negotiation, grant/contract management, due diligence compliance and reporting processes (reviewing, editing, submission) for grants and contracts. The Manager will be expected to work closely with Finance teams and other staff across the Network, to ensure timely and effective compliance with UK donor reporting requirements.
- Be a programme contact for the DEC and Start on emergencies, programmatic issues, appeals and potential funding allocations relating to specific countries/region. This may require working outside of normal office hours or at the weekends in response to new or emerging crises.
- Represent Action Against Hunger at relevant meetings, events or forums with the UK Government and UK sector. The Senior Manager will be expected to represent Action Against Hunger in the UK on particular thematic/country/regional issues, in coordination with others in the team and across the Network, with the aim of increasing Action Against Hunger's visibility within the sector and positioning us as DFID's 'go-to expert' on hunger and nutrition and associated WASH, food security and livelihoods, health and disaster response and resilience.
- To work closely with the UK Advocacy Manager to ensure appropriate representation on advocacy issues, particularly those on particular country or regionally specific crises where Action Against Hunger is working, and to increase our influence with the UK Government on its approach to hunger and humanitarian priorities.
- Support the Head of Programme Funding to develop, implement and monitor the DFID Engagement Strategy and Annual Plans. This includes working with the Programme Funding team and the Network to develop the skills, tools, materials and processes to deliver the Strategy's objectives effectively and successfully. It also includes working with



the Action Against Hunger International Donor Relations Unit to develop consistency on good practice on engaging with Action Against Hunger's institutional donors (ECHO, USAID, DFID, EU, Global Affairs Canada) and maximising the potential for a strategic global approach to fundraising.

- To potentially manage and mentor staff within the Operations Department

#### Dimensions

- Responsible for oversight and monitoring of UK Government related grants/contracts budgets, deliverables and compliance for specific countries/regions and selected global programmes managing and monitoring these grants/contracts budgets.
- Strong collaboration with Advocacy team members and Action Against Hunger UK Operations and Nutrition Departments.
- Daily interaction with other Action Against Hunger HQs and country offices
- Strong collaboration with other members of the International Donor Relations Unit
- Possibility of line management or mentoring responsibilities

#### Decisions and judgement:

The job involves working within broad practice or guidelines and using discretion and initiative over a broad area of activity. The job is subject to managerial direction.

The work will involve international travel

*The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.*

#### Person Specification

##### Skills and Qualifications/education required

##### Essential:

- Typically educated to undergraduate/Master degree in a field related to international development or social sciences and/or equivalent experience gained.
- Substantial and demonstrative experience of working in the humanitarian and/or development sector.
- Good understanding of humanitarian principles and current sectoral issues.
- Proven experience in project/programme development and management including financial and operational management, knowledge of project management cycle, logframes, theory of change, proposal development, grant/contract management and reporting
- Significant prior experience of working on DFID funding calls and DFID grant/contract management is required
- Strong working knowledge of UK Government as a donor
- Demonstrable experience in strategic planning
- Strong knowledge of the UK sector and experience of engaging with UK sector actors and networks.
- Demonstrable skills and experience in creating, establishing and negotiating relationships with various stakeholders, including consortia building
- An understanding of policy and strategic development

- Good level of interpersonal skills.
- Ability to write clearly and succinctly, for a range of audiences. High level of English written and oral communication levels.
- IT literate

Desirable:

- French and Spanish language - written and oral

#### Personal Competencies required

- Self Confidence: Holds themselves accountable for meeting their objectives.
- Achievement drive: Sets priorities, identifies needs and plans what must be done.
- Initiative/Innovativeness: Seeks out fresh ideas from a wide variety of sources and revises own views when presented with new information. Anticipates outcomes of situations and acts to steer them in the desired direction.
- Decision Making: Gathers relevant information before making decisions and takes responsibilities for the associated outcomes of decisions.
- Influencing/persuasive: Obtains agreement through collaboration and effectively selects the appropriate style in any situation. Leads on decisions when collaboration is not possible or necessary.
- Managing and developing people: Creates effective Human Resource planning processes; builds a culture of excellence in people management. Creates approaches to support a continuous learning culture, where staff are equipped, engaged and empowered to achieve their career goals.
- Leadership: Develops opportunities and for the organisation and sector and looks for future trends and issues to meet the challenges
- Change catalyst: Challenges themselves and others to review and question the effectiveness of standard approaches and is a role model and demonstrates a positive acceptance of change
- Quality: Strives to work to the highest quality in all situations and produce the highest quality outputs, through attention to detail and thoroughness
- Communication: Is clear and coherent in both writing and verbal skills. Collects data and prepares reports to match the audience. Develops monitoring and evaluation methods and systems.
- Analytical and critical thinking: Probes information and assumptions to establish facts and identifies common themes

Agreed

Date

August 2019

Authorised

Reviewed on