



## JOB DESCRIPTION | Programmes Officer | MUNTADA AID

<b>Job title:</b>	Programmes Officer		
<b>Salary:</b>	£18,000 – £22,000 per annum FTE (Depending on experience)	<b>Location:</b>	Hainault, IG6
<b>Responsible to:</b>	Programmes Manager	<b>Responsible for:</b>	N/A
<b>Contract:</b>	- Part-time 24 hours per week; - 3 days per week [availability must be 7 days per week] - weekdays, weekend & evening	<b>Start Date:</b>	27 <sup>th</sup> January 2020
<b>Key Internal Relationships:</b>	- CEO - Programmes Manager - Finance Manager - Fundraising Manager - Muntada Aid Colleagues and volunteers	<b>Key External Relationships:</b>	- Partners - Donors - Beneficiaries - Government Departments & Agencies

### 1. About us

Muntada Aid is a UK registered International Development NGO, operates in 30 countries in Africa and Asia. Our mission is to develop healthy and sustainable communities worldwide. We focus on Education, Health care, Water and Sanitation, Alternative Livelihood/ Economic Empowerment and Emergency response. Through implementing our programmes we want to empower those denied social justice and human dignity, in order to make a lasting change in the world.

Muntada Aid (MA) is going through an exciting period of setting its strategy for the next 3 years, building on what we've learnt from the previous strategy and experiences and adapting to the new challenges and opportunities that are present in the world today.

### 2. The Role

Under the guidance of Programmes Manager, the post holder will identify and cultivate new partnerships and strengthen existing ones by coordinating and developing all partnerships to ensure that they are achieving positive outcomes. This includes building strong relationships to maximise our impact upon beneficiaries, managing grants and the appraisal of potential new projects and partners.

You will be proactive in conceptualizing, developing and writing proposals, preparing budgets, and propose projects/programmes to funders and collaborators. Also, you will participate in fundraising initiatives.

In addition, you will be implementing MA's seasonal projects. You may require to travel overseas to facilitate and monitor projects if necessary.

**Note: Must be flexible with willingness to work weekends, evenings and during campaign periods, with due Lieu-time provisions granted.**



### 3. Key Tasks<sup>1</sup>

- To work with the Programmes Manager in developing and implementing MA's programmes strategy.
- To set up appropriate partnership agreements with clearly defined progress milestones with each project, including how we jointly measure transactional, relational and transformational outcomes to ensure maximum impact on beneficiaries and how we help progression towards self-sustainability.
- To build strong personal relationships with our partners, by undertaking Skype calls, phone calls and building in spiritual and emotional support, training and networking where needed.
- To co-ordinate the grants and manage the partners' reporting process and have a financial plan for each project for the life cycle of that project and to review this annually.
- To oversee projects and to ensure they are within budget, on time and are meeting the defined needs of helping a project expand its reach and become more self-sustainable.
- To evaluate potential new projects, in line with MA's strategy and gaps in the project portfolio and to recommend to the Programmes Manager/CEO as appropriate.

### 4. Partnership Development and Implementation

- Ensure that partnership agreements are agreed with each project and that partners carry out project implementation in accordance with the work plan and outcomes set out.
- Assist all partners to move to working towards an outcome-oriented method and, by working with the Programmes Manager as well as the Fundraising & Donations department, regularly review the necessary actions to be taken on projects in order to ensure that there is a clear map of progress on each project.
- To design appropriate types of reports that are helpful for our partners and clear for our organisational needs.
- Critically appraise project proposals submitted by partners or potential new partners to ensure that they have clear sense of purpose and fit with our programmes strategy.
- Ensure organisational due diligence of partners and projects
- Where a partnership is coming to an end, ensure that there is a clear exit plan which is communicated to stakeholders and monitor the implementation of the exit plan.
- To contribute to the development, implementation and review of programme policy, procedures, systems, processes and partnership criteria for the sustainable development of the MA's work.
- Develop and review specific concept notes, proposals, including logical frameworks and budgets. When needed, provide direct hands-on support at the field level in the design of concept notes, proposals and budgets



## 5. Reporting, Monitoring and Evaluation

- To ensure that projects are implemented and reported on in a timely manner and on budget.
- Analyse and appraise reports submitted by partners to ensure they are of high quality and work towards improvement where this is not evident.
- To assist the Programmes Manager to design and use structured feedback, reflection, and evaluation approaches to assess the impact of programmes and iterate on those programmes dynamically
- Ensure that partners submit narrative and financial quarterly, annual and final/completion project reports on time.
- Resolve issues of non-compliance with plans and ensure that an action plan is drawn up to address these issues.
- Review and report to the Programmes Manager on partner risk assessments and advise on mitigation approaches.

## 6. Grants and Budgeting

- Deliver accurate and timely annual plans and budgets for partners.

## 7. Liaison and Fundraising co-ordination

- Prepare, update and compile reports required by MA or external stakeholders.
- Collate and compile reports and produce data which feed into the MA's Annual Report and Annual Review.
- Work closely with the Fundraising, Donation, Marketing and Administration staff to ensure that country, project, partner, programme and impact information are up to date (project profiles, case studies, photos, desk filing systems and archiving of documents and reports).
- To represent all aspects of MA's work appropriately and professionally, to external and internal contacts.
- To work with the Fundraising, Marketing and Donations department to provide information for Report-Backs to all types of funders and to communicate that through the variety of media, including social media, on a regular basis, if and when required.
- Support teams in cultivating and brokering new and existing relationships with institutional, foundations and corporate donors.



## 8. Research, Networking and Building Public Awareness

- Participate and actively engage in relevant networking events/conferences to build awareness of MA with key stakeholders, influencers and public more broadly.
- Undertake regular scanning of key donor websites and other research to identify new funding opportunities and share relevant information with Head of the department.
- Periodically update relevant donor profiles.
- Identify and qualify funding and partnership opportunities (across traditional and emerging modalities/mechanisms) in a systematic manner in pursuit of supporting MA's programmes and humanitarian action.

<sup>1</sup> Duties are not limited only to the above-mentioned accountabilities; these duties provide a framework for the role and should not be regarded as a definitive list. The successful candidate may be required to perform other reasonable duties, as assigned by the relevant line management, consistent with the grade of the post.



## PERSON SPECIFICATION | Programmes Officer | MUNTADA AID

<b>1.</b>	<b>Qualifications and Training</b>	
a.	Qualified to a UK A-Level standard, B-Tec or equivalent qualifications	Essential
b.	A high level of proficiency in reading, writing and speaking modern Arabic Language	Essential
c.	Recognised qualification in international development & humanitarian related areas or associated subjects	Desirable
<b>2.</b>	<b>Skills and Experience</b>	
a.	Excellent interpersonal skills with the ability to adapt verbal and written communication methods and styles to suit the audience	Essential
b.	A minimum of 1 year's experience in international development programmes or with a humanitarian support organisation	Essential
c.	Experience in initiating and maintaining successful partnerships and relationships	Desirable
d.	Proven networking skills leading to positive relationships with external bodies demonstrating measurable outcomes	Desirable
e.	Excellent time management skills	Essential
f.	Excellent administrative, organisational and presentation skills	Essential
g.	Experience of working in a team and communicating with a wide range of people	Essential
h.	Excellent computer and IT skills, including the use of Microsoft Office Suite 2016 software packages (Word, Excel, PowerPoint, Outlook)	Essential
i.	Experience of using CRM or ERP software	Desirable
<b>3.</b>	<b>Knowledge and understanding</b>	
a.	An Good understanding of humanitarian work in relation to international development	Essential
b.	Good Knowledge and understanding of Islamic values and principles	Essential
c.	Good Knowledge of office systems and practices	Essential
d.	Good Knowledge of the charity sector	Essential
<b>4.</b>	<b>Ability</b>	
a.	Ability to work effectively within a diverse team environment	Essential
b.	Ability to communicate clearly, effectively and professionally with all stakeholders	Essential
c.	Ability to work independently, prioritise workload and work on own initiative	Essential
d.	Ability to work under pressure to agreed deadlines and adapt to change	Essential
e.	Ability to work in methodical manner	Essential
f.	Ability to work unsociable hours during peak campaigns	Essential



g.	Ability to responds positively to change, ambiguity, adversity and pressure. Highly organised and efficient and able to report and monitor to tight deadlines.	Essential
<b>5.</b>	<b>Commitment</b>	
a.	Commitment to Muntada Aid’s vision, mission and faith inspired values, upholding the highest standards in conduct	Essential
b.	Has a learning attitude and a continuous improvement philosophy.	Essential
c.	Committed to work in a manner which always considers the organisations long term visions whilst maintaining an overview of its immediate situation and needs.	Essential
d.	Commitment to the charity sector	Essential
e.	Hard working and self-motivated	Essential
f.	Friendly and optimistic personality	Essential
g.	Commitment to Muntada Aid’s ethos	Essential

### How to apply

Please apply before the closing date by sending your CV and covering letter via email to [hr@muntadaaid.org](mailto:hr@muntadaaid.org)

**Note:** if you do not hear back from us within 4 weeks please assume that your application has not been successful.