**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Programme Funding Coordinator |
| **Company:** | Self Help Africa |
| **Department:** | Programme Funding  |
| **Location:** | London |
| **Contract Type:** | Two Year Fixed Term Contract |
| **Hours:** | Full time 37.5 hours per week Monday - Friday |
| **Reports to:** | Head of Operations UK |
| **Salary:** | £36,000 per annum |
| **Purpose:** | Self Help Africa is expanding our Programme Funding team and looking to recruit a new Programme Funding Coordinator. The Programme Funding Coordinator will manage a range of donors and prospects in order to secure funding from and maximise relationships with restricted funders, including UK-based trusts and foundations.  |
| **Key Responsibilities:** | * Actively manage and develop relationships with a range of restricted funders, including trusts, foundations and statutory donors, assigned to the post-holder in order to maximise engagement and secure funding.
* Identify and develop relationships with potential new sources for restricted funding.
* Liaise with SHA staff on funding opportunities, progress of applications and to evaluate proposal development processes.
* Research, collate and circulate information on donor priorities, strategies, relationships and operations.
* Coordinate and support the development and submission of proposals and tenders, including identifying relevant projects, writing and editing content, and coordinating timetables, inputs, review and approval processes, and submission.
* Work with colleagues within the Programme Funding Team, and across SHA, to improve the standard of proposal and report writing and donor relationships, and ensure funding opportunities and contracts are managed according to donor requirements.
* Build and maintain relationships with key donor staff through regular updates and meetings.
* Represent SHA in donor funding-related groups and networks.
 |
| **Key Relationships:** | **Internal*** Head of Operations UK (line manager)
* Programme Funding Coordinator (colleague)
* Programmes Dept. staff including Programmes Director, Heads of Region, Programme Support Coordinators, Programme Quality Team (liaison)
* Country Directors and Heads of Programmes (liaison)
* Finance Dept. staff (liaison).

**External*** Donor staff
* Partners (NGOs, private sector, academic institutions).
 |
| **Knowledge, Experience & other Requirements** | **Essential*** Minimum of three years’ experience in a programme funding role.
* Third level qualification.
* Recent experience of securing funding from trusts, foundations and statutory donors.
* Experience of building and maintaining excellent relationships with trusts, foundations and institutional donors.
* Ability to form good working relationships and to coordinate with colleagues across the organisation and with partners in multiple locations.
* Experience of managing and prioritising own workload, meeting tight deadlines and working under pressure.
* Excellent communication and presentation skills, and an ability to establish relationships with a variety of people including in senior positions.
* Excellent written skills including proposals and reports, and the ability to turn complex project and/or organisational information into a compelling case for support.
* Sound project management skills, in order to set and meet deadlines, and work with a range of people to complete a project.
* Meticulous attention to detail.
* Strong numeracy and analytical ability, with ability to understand complex budgets and expenditure reports.
* Ability and willingness to travel when required.

**Desirable** * A good knowledge of international development and the donor-funding environment.
* Commitment to Self Help Africa’s work.
* Experience and/or knowledge of agricultural development.
* Ability to speak/understand French
 |
| **Core Competencies** | **Managing yourself** – Holds an awareness of own abilities and areas for development; adapts and uses abilities to work well with others and to help achieve objectives.**Communicating and working with others** – Uses the most appropriate channel to share information with others both inside and outside Self Help Africa; adapts the message to meet the communication needs of the audience.**Delivering results** – Systematically develops plans towards achieving Self Help Africa’s objectives and delivers on commitments; uses appropriate techniques to help achieve agreed objectives.**Planning and decision-making** – Systematically develops plans towards achieving Self Help Africa’s objectives and delivers on commitments; makes clear, informed and timely decisions appropriate to role, in the interests of Self Help Africa and those we work with.**Influence, advocacy and networking** – Engages with others inside and outside the organisation to promote the interests of Self Help Africa and those we work with; gathers and shares a wider knowledge of issues relevant to Self Help Africa’s work. |

**Self Help Africa is an Equal Opportunities Employer**