**JOB DESCRIPTION**

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| **JD Unique ID:** |  |
| **Job Title:** | Programme Coordinator |
| **Company:** | Self Help Africa  |
| **Location:** | Ireland, UK or any of the Self Help Africa or United Purpose countries of operation.  |
| **Contract type:** | Two-year fixed term contract, full-time |
| **Hours:** | 37.5 hours |
| **Reports to:** | Global Programmes Coordinator and Policy Advisor |
| **Organisation overview:** | **About Self Help Africa & United Purpose** In late 2021 Self Help Africa (SHA) and United Purpose (UP) merged. The two organisations – one headquartered in Ireland and the other in Wales – implement projects to end extreme hunger and poverty.This merger doubled our size and reach – and means that in 2022 we are implementing poverty eradication projects in 17 countries, mainly in sub-Saharan Africa. Collectively, we are also part of a group that includes social enterprise subsidiaries Partner Africa, TruTrade and Cumo Microfinance. In 2022 our work will reach more than six million people and invest upwards of €45m in more than 100 development programmes designed to improve food systems, facilitate access to markets and financial services, combat climate change, gender inequality, and improve access to clean water, sanitation and hygiene. This is an exciting time to join us as we unite two like-minded and entrepreneurial organisations seeking to tackle the global challenges in progressive and innovative ways. |
| **Job Purpose:** | This role involves supporting Self Help Africa and United Purpose country teams and Head Office teams in the day-to-day effective implementation of projects in the country programme portfolio, ensuring the highest standards are achieved in proposal development, reporting, information management and internal and external communications. The post holder is responsible to ensure accurate and timely records are maintained on the web-based platforms and will prepare reports, applications and proposals, analyse data, solve problems and take corrective action as part of an international team across different countries and cultures. The role requires flexibility and adaptability as the nature of support requirements can and will change. |
| **Key Responsibilities:** | **Programme Funding*** Support and coordinate input with the Programme Funding team to prepare funding proposals to institutional donors.
* Ensure programmes and finance teams in-country are working together to develop budgets in a timely manner for funding proposals and advise on multi-project cost effective strategies to cover country budgets.
* Support country teams to incorporate a value for money approach by identifying unit costs for programme delivery to enhance our proposal business cases.
* Work with the Business Development/Fundraising team to prepare funding proposals to Irish-based Trusts and Foundations to fill co-funding gaps in projects.

**Programme Finance** * Review monthly spend analysis (ARs), flag any issues, including on exchange rate gains and losses, and develop remedial plans with the project team.
* Ensure accurate budget reforecasting.
* Participate in annual budget process for country programmes.
* Monitor budget versus actual expenditure; ensure value for money in our impact and support external audits.

**Reporting & Learning*** Quality control of institutional and Trusts and Foundations narrative and with the Programme Accountants ensure financial reports are compliant with SHA and donor reporting requirements.
* Prepare regular updates for Senior Management Team and Board.
* “Closing the Loop” - Review programmes reports, extracting learning for sharing across the organisation for proposal development, communications and learning purposes.

**Programme Implementation Coordination and Support** * Lead on support to Project Managers to hold and document regular project oversight meetings, ensuring actions are logged on Salesforce and follow up on deliverables is conducted.
* Give input to weekly Programmes call on relevant countries
* Provide Programme admin support to the Global Programmes Coordinator and oversight of projects, review of reports and case studies.

**Communications*** Point of liaison with the country-based communications officers in countries and the Communications team in Ireland.
* Work with the Communications team to avail of opportunities to promote SHA’s work.
* Extract ‘evidence of impact’, stories of change and case studies from our programmes and extract stories from assigned countries to share with Communications, FR and Programme Funding.
* Prepare briefing papers as required on assigned country programmes, coordinating input from the Technical Advisory Team.
* Work with country teams to develop case studies based on examples of good practice from programmes.

**Information Management*** Ensure SHAMIS (salesforce platform) is accurately maintained to facilitate reports, particularly programme and donor income records and associated files.
* Support efforts to roll out MIS and PMG to country offices.

**General*** Maintain regular written and verbal communications with the country team, primarily Project Managers and Head of Programmes.
* Coordinate cross functional support to country teams
* Support the recruitment of staff in country programmes.
* Support travel and project visits to country programmes by HO staff and external parties as required.

**Other*** Support both ongoing and new special projects within the Programmes team as directed by the Programme Operations Lead/RDs and/or Programmes Director.
* Any ad hoc duties as assigned by the Programmes Director or other members of the Management Team.
* Willingness to travel up to 20% of the time
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| **Key Relationships:** | **Internal*** Global Programmes Coordinator and Policy Advisor (Line Manager)
* Group CEO
* Colleagues in the Programme Operations Team
* Regional Director & Regional Programme Accountant
* Programmes – Technical Advisors, M&E and Funding Team
* Country programme teams & CMT members, and in particular the Head of Programmes
* HR
* Fundraising and Communications

**External*** Programme Partners
* Donors
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| **Knowledge, Experience and Other Requirements** | **Essential*** Degree in development, agriculture or a similar related social discipline or degree combined with relevant experience.
* At least three years’ experience of working in international development in a project/programme role.
* Previous experience in report writing for donors and funding agencies.
* Good financial ability for budget reviews.
* Excellent interpersonal and organisational skills.
* Ability to work as part of an international team across and cultures and can manage remotely
* Experience of working in a developing country.
* Willingness to travel up to 20% of the time

**Desirable** * Ability to work in French and/or Portuguese.
* Experience of humanitarian / emergency work and /or work in fragile locations.
* Experience in programme design and using participatory approaches in design and implementation.
* Work with minimum supervision and take initiative
* Ability to analyse data, solve problems and take corrective action
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*All candidates offered a job with Self Help Africa/United Purpose will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ [relevant police authority] vetting.*

**Self Help Africa/United Purpose strive to be an equal opportunities employer.**