**JOB DESCRIPTION**

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| **JD Unique ID:** |  |
| **Job Title:** | Programme Coordinator |
| **Company:** | Self Help Africa |
| **Location:** | Based in Dublin |
| **Department:** | Programmes |
| **Contract type:** | Two-year fixed term, full-time – 37.5 hours per week |
|  **Reports to:** | Global Programmes Coordinator  |
| **Salary:**  | €32k-37k |
| **Organisation overview:** | **About Self Help Africa** Self Help Africa is an international development organisation that works through agriculture and agri-enterprise development to end hunger and extreme poverty. In 2021, Self Help Africa merged with United Purpose, doubling our size.The organisation now works in 17 programme countries, 15 of these are in sub-Saharan Africa. Subsidiary organisations, ‘Self Help Brazil’ and ‘Self Help Bangladesh’ have been created for our programmes in the two countries where we are working outside of Africa.In early 2023 we launched a new five-year organisation strategy, which definesshared mission as the alleviation of hunger, poverty, social inequality and theimpact of climate change through community-led, market-based and enterprise-focused approaches, so that people can have access to nutritious food, cleanwater, decent employment and incomes, while sustaining natural resources.Our wider organisation also includes social enterprise subsidiaries Partner Africa,which provides ethical auditing and consultancy services, TruTrade, an innovativetrading platform in East Africa, and CUMO, Malawi’s largest micro-financeprovider.Our three core values are:▪ Impact: We are accountable, ambitious and committed to systemic change.▪ Innovation: We are agile, creative and enterprising in an ever-changingworld.▪ Community: We are inclusive, honest and have integrity in ourrelationships. |
| **Job Purpose:** | This role involves supporting Self Help Africa, 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 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.
* Ensure an appropriate oversight of projects, review of reports and case studies.
* Give input to weekly Programmes call on relevant countries.

**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 UP and 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.

**Travel coordination*** Booking flights, trains and accommodation
* Plan and co-ordinate Programme’s Country Management Team conference (every 18 months) and other workshops / conferences
* 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 our countries of operation.
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| **Key Relationships:** | **Internal*** Global Programmes Coordinator (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*** At least three years’ experience of working in international development in a project/programme/administrator role.
* One year experience working in a country of SHA’s operations
* Previous experience in report writing for donors and funding agencies.
* Good financial ability for budget reviews.
* Excellent interpersonal and organisational skills.
* Degree in development, agriculture or a similar related social discipline or degree combined with relevant experience.
* Ability to work as part of an international team across and cultures and can manage remotely
* Experience of working in a developing country.

**Desirable** * Experience of humanitarian / emergency work and /or work in fragile locations.
* Experience in programme design and using participatory approaches in design and implementation.
* Experience planning and coordinating visits to country programmes
* Ability to work in French and/or Portuguese
* Work with minimum supervision and take initiative.
* Ability to analyse data, solve problems and take corrective action.
* Willingness to travel up to 20% of the time.
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*All candidates offered a job with Self Help Africa 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 strives to be an equal opportunities employer.**