**JOB DESCRIPTION**

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| **Job Title:** | Programme Funding Coordinator |
| **Company:** | Self Help Africa |
| **Department:** | Programme Funding  |
| **Location:** | London / Shrewsbury |
| **Contract Type:** | Two-year fixed-term contract |
| **Hours:** | Full-time 37.5 hours per week Monday - Friday |
| **Reports to:** | Head of Operations UK  |
| **Salary:** | £32,314 - £36,720 (dependent on location).  |
| **Purpose:** | Self Help Africa is expanding our Programme Funding team and looking to recruit a new Programme Funding Coordinator. The Programme Funding Coordinator will primarily be responsible for securing funds from and developing relationships with a range of UK-based trusts and foundations.  |
| **Key Responsibilities:** | * Actively manage and develop relationships with a range of UK-based trusts and foundations, and other restricted donors, in order to maximise engagement and secure funding.
* Identify and develop relationships with potential new sources for restricted funding.
* Research, collate and circulate information on donor priorities, strategies, relationships and operations.
* Coordinate and support the development and submission of proposals, including identifying relevant projects, writing and editing content, and coordinating timetables, inputs, review and approval processes, and submission.
* Support SHA’s UK and Irish public fundraising teams by writing proposals and reports on specific programmes for donors they account manage.
* 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 trust, foundation and restricted donor staff through regular updates and meetings.
* Represent SHA in donor funding-related groups and networks.
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| **Key Relationships:** | **Internal*** Head of Operations UK (line manager).
* Programme Funding Manager (colleague).
* Programme Funding Coordinator (colleague).
* UK Fundraising Manager and Fundraising Officer (liaison).
* Irish Fundraising colleagues, particularly the Business Development Manager and Community/Campaigns Manager (liaison).
* Programmes Dept. staff including Programmes Director, Heads of Region, Programme Support Coordinators, and Programme Quality Team (liaison).
* Finance Dept. staff (liaison).

**External*** Trust and foundation trustees and staff.
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| **Knowledge, Experience & other Requirements** | **Essential*** Degree level qualification.
* Minimum of three year’s experience of developing and maintaining successful relationships with UK-based trusts and foundations.
* Minimum of three years’ recent experience of writing proposals and securing restricted funding from trusts and foundations.
* Experience of managing and prioritising own workload, meeting tight deadlines and working under pressure.
* Excellent written skills including proposals and reports, and the ability to turn complex project and/or organisational information into a compelling case for support.
* Excellent oral communication and presentation skills, and an ability to establish relationships with a variety of people including in senior positions.
* Strong numerical and analytical ability, with an ability to understand complex budgets and expenditure reports.
* Meticulous attention to detail.
* Commitment to Self Help Africa’s work.

**Desirable** * A good knowledge of international development.
* Experience and/or knowledge of agricultural development.
* Ability to speak/understand French
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| **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.**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**