**JOB DESCRIPTION**

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| **Job Title:** | Programme Funding Coordinator |
| **Company:** | Self Help Africa |
| **Department:** | Programme Funding  |
| **Organisation:** | Self Help Africa (SHA) is an international NGO, dedicated to the vision of an economically thriving and resilient rural Africa. Headquartered in Ireland, with offices in the UK, the US and six African countries, SHA focuses on agriculture and agribusiness as the engine of growth in Africa. Our approach is collaborative and market-based: although we see our primary clients as smallholder farmers in Africa, we work with all participants in the agricultural value chain.With over 300 staff worldwide, and a global turnover of c.€20m, SHA has an ambitious five-year strategy with plans to double our income by 2021. We’re looking for an enthusiastic team member who can help us achieve our growth ambitions, which include increasing our institutional and foundation donor funding base through both grant and contract funding.SHA’s Programme Funding team is based in London and is responsible for raising restricted and strategic funding across the whole SHA group, including providing fundraising support to our social enterprises - Partner Africa and TruTrade. |
| **Location:** | London |
| **Contract Type:** | 12-month fixed-term contract (maternity cover) |
| **Hours:** | Full time 37.5 hours per week Monday - Friday |
| **Reports to:** | Head of Programme Funding |
| **Salary:** | £34,787 - £36,720 per annum  |
| **Job Purpose:** | As part of our restructuring to cover maternity leave, Self Help Africa is looking to recruit a Programme Funding Coordinator to develop and maintain long-term engagement strategies with key institutional and foundation donors in order to maximise SHA’s income and influence across its programmes in West, Southern and East Africa. The Programme Funding Coordinator will work closely with our Country Teams to develop high-quality bids to donors including DFID, EU and UN agencies. The role includes overseas travel of approximately 4-6 weeks/year. |
| **Key Responsibilities:** | **Proposal Development*** Identify, research and advise on new funding opportunities.
* Lead proposal development for assigned donors/prospects and for assigned SHA countries and coordinate cross-organisational teams to respond to funding opportunities.
* Contribute to meeting ambitious departmental financial and non-financial targets.
* Work closely with Programmes Department colleagues to support and/or lead contract negotiation with institutional donors.

**Donor Strategy Alignment and Relationship Management*** Actively manage relationships with assigned funders and country teams.
* Maintain up-to-date information on donor priorities, strategies, regulations and activities pertaining to Self Help Africa’s strategic plan.
* Coordinate donor strategies to maximise relationships and funding from donors through: meeting donors and cultivating contacts; liaising with colleagues across the organisation to coordinate donor meetings and briefings; and writing capacity statements/quality statements for specific donors.

**Programme Funding Team and Miscellaneous*** Work with colleagues within the Programme Funding Department, and across SHA, to improve the standard of proposal/bid and report writing and donor relationships, and ensure funding opportunities and contracts are managed according to donor requirements.
* Contribute to Programme Funding Department reporting through ensuring donor information is up-to-date in Self Help Africa’s management information system.
* Represent SHA in donor funding-related groups and networks.
* Keep up-to-date on the agricultural development sector.
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| **Key Relationships:** | **Internal*** Head of Programme Funding (Line Manager)
* Programme Funding Coordinators x3 (Team members)
* HQ Programmes Department staff (Liaison)
* Country Directors and Heads of Programmes (Liaison)
* HQ and Country Office Finance & Admin staff (Liaison)

**External*** Donor staff
* Partners (NGOs, private sector, academic institutions).
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| **Knowledge, Experience & other Requirements** | **Essential*** Minimum of three years’ experience in a programme funding role.
* Evidence of success of securing funding from institutional and foundation donors, ideally including experience of EU, DFID, USAID or UN agencies.
* Ability to form good working relationships and to coordinate with colleagues across the organisation and with partners in multiple locations.
* Experience of building and maintaining excellent relationships with institutional donors.
* 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 creatively turn complex project and/or organisational information into compelling business cases.
* Strong and creative oral presentation skills and experience.
* Strong numeracy and analytical ability, with ability to understand complex budgets and expenditure reports.
* Ability and willingness to travel when required.

**Desirable** * Experience and/or knowledge of agricultural development.
* Experience of humanitarian sector.
* Ability to speak/understand French
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**Self Help Africa is an Equal Opportunities Employer**