



Programmes Officer

Job Pack





We are looking for a new member of the Able Child Africa Programmes Team!

We are a small, inclusive team that cares passionately about diversity and representation, but we acknowledge we could be doing better and want to do better.



We actively encourage applicants from all backgrounds. We particularly encourage applications from people with disabilities, or with direct experience of living or working with children with disabilities. All applicants with a disability who meet the minimum criteria will be offered an interview.

We also encourage applicants from African diaspora or heritage and people from Black, Asian and Minority Ethnic backgrounds, as these groups are currently under-represented in our team.



**Changing the lives of children
with disabilities in Africa**

About us

We are a small, dynamic charity, entrepreneurial in style and collaborative in process. We are **values led**, passionate about our partner approach and driven by the beneficiaries of our work.

We are experts in what we do and are passionate about the approach we take. We are bold and agile, and use the expertise we have built up over the last 36 years to make lasting change for children with disabilities in Africa.

We work hard for what we believe in, but create an enjoyable, flexible and accessible working environment to ensure you enjoy what you do and have a good work-life balance, caring about your **mental health**.

We aim high both in our values and in the quality of our work. We strive to be the best at what we do, and use our strengths as a small organisation to innovate and showcase ideas for change.

We want to be better. We are honest about what we get wrong and provide space to make things right.



Our values



We are led by 5 core values that define how we work and how we're run.

Inclusion

We believe everyone should have the same opportunities in life regardless of disability, age, geography or gender.

Collaboration

We listen to and collaborate with local partners and children with disabilities.

Quality

We are good at what we do and are passionate about the approach we take.

Courage

We are bold and agile, with the courage to innovate and take disciplined risks.

Transparency

We are honest, we act with integrity and we are accountable.

About the role

We are looking for a passionate, experienced and self-motivated individual to join our Programmes Team. If you have experience working with partners to manage grants and deliver programmes overseas, alongside a strong belief in disability-inclusive development, then we would love to hear from you!

Working closely with our small team, you will support a portfolio of grants delivering a range of projects across Africa. You will grant manage these projects ensuring donor compliance, completing annual reports, collating and analysing data, tracking budgets and processing payments.

You will take the lead on supporting one or two of our long-term partnerships and work closely with local teams to build capacity and support the development of new projects including designing MEL frameworks, budgets and workplans.

You will work both independently and collaboratively to develop proposals for a range of donors including trusts, foundations and institutional donors.

As with most programmatic roles, this role is largely dependent of grant-based funding and renewal of programmatic contracts. It is in-part therefore dependent on our success in receiving restricted funds, and is offered as an initial one-year contract.



Working for us

We really like the people that work for us. They are our best asset and without them, we wouldn't be able to do what we do. We have worked really hard to create a flexible and rewarding working environment that gets the best out of each of them and enables them to deliver the quality of work that we strive for.

However, we recognise the workplace can be a stressful environment. Our staff are passionate about what they do, they work hard and are invested in the beneficiaries we support. All of which can impact on the daily wellbeing of our staff. We believe that the mental health and wellbeing of anyone that works for us is of primary importance. We are therefore committed to promoting positive health among all our staff and volunteers, supporting those that need it and challenging stigmas against mental ill-health that exist in the workplace.

Salary:	£28,091
Pension:	Matching contribution to your private pension up to 5% of gross salary
Leave:	25 days annual leave per year
Other Details:	<ul style="list-style-type: none">• One-year contract• Starting: ASAP• Reports to: Head of Programmes• Based: Brixton, London• Flexible working available - with remote working permitted during Covid-19

If you think you are interested, then send your CV and a Cover Letter (two sides of A4) that covers the key competencies, explains your suitability for the role and why you want to work for us to jobs@ablechildafrica.org.uk by **midnight Monday 31 August, 2020**.

About you



We are looking for a passionate, experienced and self-motivated individual to join our Programmes Team and help shape our future so we are able to reach more children with disabilities in more countries.

You will have over 2 years' experience working with local partners to manage multi-year grants and deliver activities overseas including managing grant finances, MEL systems and workplans.

You will have experience in statutory fundraising, designing and developing applications for grant based funding alongside partners overseas.

Most importantly you will have a strong belief in disability-inclusive development and in building the capacity of local civil society

If you think this is you then we would love to hear from you.



Responsibilities

Support and develop partnerships and projects in Africa (60%)

1. Support the management of projects through the project life-cycle including; project design, planning, implementation, monitoring evaluation and learning.
2. Support the management of grant compliance including financial management of budgets, writing regular donor reports and maintaining relationships with donors.
3. Maintain detailed records of projects and donors through effective use of our internal systems and Salesforce database.
4. Assist with ongoing capacity building of Able Child Africa's partners.
5. Travel overseas as required (approx. 4-6 weeks per year) to support and advance existing projects or for the development of new projects or partnerships.

Secure grant funding to support new and existing projects in Africa (30%)

6. Support the development of projects with partners in Africa designing theories of change and log frames, using learning and evidence for project design.
7. Develop project budgets, reviewing local costs, supporting partners in accurate budgeting for activities and applying Able Child Africa's principles of full cost recovery.
8. Work independently and alongside the Programmes Team, to write high quality and effective funding applications to Trusts, Foundations and institutional donors.
9. Research donors and maintain up to date database of funding opportunities, requirements and grant deadlines.
10. Assist partners to secure funding by identifying local opportunities, supporting the development of proposals and signposting them to fundraising opportunities.

Support the development and growth of our Programmes Team (10%)

11. To support the improvement and implementation of MEL processes and tools and foster a culture of learning within the Programmes Team.
12. Assist in the development of project materials, trainings and toolkits.
13. Assist Able Child Africa's public communications and profile raising through blogs, contributions to the newsletter and other opportunities as they arise.
14. Contribute to key working groups, advocacy networks and consortia in which Able Child Africa engages, representing the organisation at key events, meetings and conferences, as appropriate.
15. Provide support to the Programmes Team, including routine office tasks.

Competencies

Please outline your suitability to the following 10 competencies in your Cover Letter. If you do not match one of the competencies, attempt to explain similar experience or skills you have.

Experience

1. At least 2 years' experience of working as a Programmes Officer (or a similar title) managing grants with partners overseas.
2. Strong experience of securing funding from donors such as DFID, Comic Relief, Big Lottery Fund and Jersey Overseas Aid, alongside trust and Foundation funding.
3. At least 2 years' experience of working in partnership with other individuals or organisations to deliver projects and build capacity remotely.
4. Knowledge and understanding of the issues affecting children with disabilities and young people in Africa.

Skills and Technical Competencies

5. A strong understanding of donor compliance principles and expectations.
6. Strong grant financial management including budgeting, tracking spend, forecasting, managing exchange rate fluctuations and financial reporting.
7. Good understanding of Monitoring, Evaluation and Learning (MEL) including designing theories of change and log frames for project design and reporting.

Qualities

8. An understanding of and commitment to Able Child Africa's mission and values.
9. Excellent time management and organisational skills; an ability to work under pressure and prioritise a varied workload with competing deadlines.
10. A flexible style and ability to work both independently and collaborate with others, as part of a team, as required.



Able Child Africa is an equal opportunities employer and will not discriminate against any candidate on the basis of any characteristic protected by the Equality Act 2010. We actively encourage applicants from all backgrounds. **We particularly encourage applications from people with disabilities** and people with direct experience of living or working with children with disabilities and all applicants with a disability who meet the minimum criteria will be offered an interview.

Please send your CV and a 2-page cover letter to jobs@ablechildafrica.org.uk by **midnight 31 August 2020** to apply.



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ablechildafrica.org

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