



Programme Funding Officer

Job Pack





We are looking for a new member to join the Able Child Africa Team!

We are a small, inclusive team that cares passionately about diversity and representation, but we acknowledge we should 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 ethnic minority 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 and dynamic charity, entrepreneurial in style and collaborative in process. We are **values led**, passionate about our partner approach and driven by the communities with work with.

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 38 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 in both our values and 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

This is an exciting time to join Able Child Africa as we restructure and grow our programmes and fundraising teams. If you have experience working with partners to secure funding for programmes overseas, alongside a strong belief in disability-inclusive development, then we would love to hear from you!

Working within our Programmes Team, you will secure income to fund disability-inclusive programmes from a range of donors. You will build relationships with corporates, trusts and foundations, institutional donors and other consortium partners, researching and identifying new funders and new opportunities whose strategic objectives and focus are aligned with our own.

You will work collaboratively with the programmes team and partner members in Africa to develop and write compelling

and high-quality proposals. You will develop new projects, MEAL plans and multi-year budgets.

You will work both independently and collaboratively to develop proposals. With excellent time management and organisational skills, you will demonstrate the ability to deliver quality work and hit deadlines, while managing a varied workload.



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.

Location:	Office based in Central London, with some flexible working
Hours:	Offered full time, or at reduced hours between 22.5 and 37.5 hours per week
Term:	Permanent
Reporting to:	Programmes Manager
Salary range:	£29,223 to £32,264 FTE
Annual leave:	25 days per annum pro rata
Pension:	Matching contribution to organisation's pension provider up to 5%

If you think you are interested, then send your CV and a Cover Letter (**two sides of A4 max**) 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 on Thursday, 26th May 2022**. Interviews to take place before 10th June.

About you

We are looking for a hard-working self-starter, with excellent written and verbal communication skills to join our programme team at a pivotal time in the organisation.

You will have at least two years' experience working in a similar role for an international development charity.

You will have experience in designing projects alongside civil society organisations overseas and developing applications for grants-based funding.

You will have a commitment to local civil society strengthening and ideally have experience in fundraising for disability-inclusive development.

This position is an excellent opportunity for someone who would like to contribute to the success of a values-drive organisation. We will be looking for a candidate who can demonstrate a proactive approach to developing projects and proposals with excellent communication skills.

If you think this is you then we would love to hear from you. Note, if you are interested in more than one role please come and speak to us.



Key Accountabilities

Build and maintain professional relationships with a range of key donors identified who are aligned with our mission and strategy to secure future income.

1. Focusing on medium to large donors, identify, research and approach new donors whose strategic objectives and focus are aligned with our own, including large trusts and foundations, institutional donors, corporate donors, and consortium groups.
2. Develop and foster long-term relationships with these donors through regular communication.
3. Through these relationships, identify relevant funding opportunities, working with partner members to identify opportunities where Able Child Africa is able to add value as a delivery partner, or where partner members would be able to apply as lead grant-holders themselves.

Co-design new and innovative projects for funding alongside partner members.

4. Support the development of new and innovative projects, working alongside the Programmes Team and partner members in Africa to design theories of change, MEAL frameworks and workplans.
5. Co-develop project budgets, reviewing local costs, supporting network members in accurate budgeting for activities and applying principles of full cost recovery.
6. Develop and maintain a portfolio of planned but unfunded projects, to attract prospective funders.

Secure long-term grant funding to support new and existing projects in Africa.

7. Lead on the planning, coordination, and development of all funding bids for project delivery.
8. Working independently and with the Programmes Team, write and submit high quality and compelling applications to corporates, trusts and foundations, and institutional donors
9. Secure large scale funding for projects across our partner network, delivering against annual grant fundraising targets.

Maintain a comprehensive and up-to-date donor database and funding pipeline.

10. Using our internal systems, maintain a comprehensive and up-to-date database of funders, including information on funding opportunities, donor requirements, dates and deadlines, applications made and secured income.

11. Develop and maintain an accurate grant funding pipeline, ensuring a healthy pipeline of prospective funding opportunities.

12. Provide quarterly reports to the senior management team on the current fundraising pipeline and the success of the fundraising plan to date.

Provide operational and strategic support to the Fundraising and Communications Team as agreed, including routine office operations.

13. Assist the Fundraising and Communications Team with the delivery of other fundraising events and campaigns as required.

14. Support other organisational and programmes activities and administration tasks as requested by your manager.

15. Assist where necessary with ongoing skills development of Able Child Africa's partner members in Africa, supporting where possible with the development of proposals.

Competencies

Please outline your suitability to the following competencies in your Cover Letter, along with your reasons for joining our team.

Experience

1. Minimum of 2 years' experience working in a similar role, with a demonstrable track record of securing five and six figure funds from a range of funding bodies.
2. Experience in identifying and researching donors for programme delivery.
3. Experience working with organisations overseas to design and develop applications.

Skills and Technical Competencies

4. A clear understanding of the international development funding environment and donor expectations, with exceptional proposal development and writing skills. Alongside an understanding the issues affecting children and young people with disabilities in Africa.
5. Strong budgeting skills, including full cost recovery, accurate forecasting, understanding exchange rate fluctuations and value for money principles.
6. Good understanding of monitoring, evaluation, accountability and learning (MEAL), including designing theories of change and log frames for project design, delivery and donor reporting.

Qualities

7. An understanding of contributing to an organisational culture based on inclusivity, wellbeing and empowerment.
8. Excellent time management and organisational skills; ability to work under pressure to prioritise and manage a varied workload and competing deadlines whilst ensuring attention to detail.
9. A flexible working style and ability to work both independently and collaborate with others, as part of a team.



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 26 May 2022** to apply.



+44 (0) 20 7733 6006
info@ablechildafrica.org.uk
ablechildafrica.org

Unit 6 Madeira Tower
34 Ponton Road
Nine Elms
London SW11 7BA

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