



Programme Support Officer

Location:	Flexible, working from home anywhere in the world*
Contract type:	Permanent, full time position
Grade:	H
Salary:	£22,164 - £26,419
Reporting to:	Programme & Learning Manager
Responsible for:	N/A

Job Purpose:

This role supports grant management and administration for Family for Every Child's projects and programmes.

Scope and Limits of Authority:

- This role does not have budgetary responsibility.
- This role does not have line management responsibility.

Key Responsibilities:

Grant management

- Drawing up grant agreements, grant monitoring, reviewing financial and narrative reports, and processing grant transfers
- Providing support to our funding mechanisms e.g. sharing details of the funds with members, receiving applications, organising meetings to review applications, working with members to agree activity plans and budgets

Logistics and administration

- Organising face to face and virtual meetings and webinars, and where necessary taking minutes (this may include making logistical and travel arrangements)
- Supporting the recruitment, payment and contracting of consultants
- Providing administrative support to the head of team as required

Team support

- Organising team meetings
- Organising and supporting team inputs into reporting and budgeting processes
- Supporting in communications with Arabic speaking members
- Providing other support to the team as required



Person Specification:

Knowledge and experience

Essential

- Degree standard of education or equivalent qualification
- Excellent written and spoken English and working knowledge of Arabic
- Demonstrated grant management experience including drawing up grant agreements, grant and exposure monitoring, reviewing financial reports and processing grant transfers
- Experience of making international travel and logistical arrangements
- Experience of working in partnership with national NGOs or CSOs in the international development sector
- Experience of drawing up budgets and of budget forecasting
- Experience of minute taking

Desirable

- Experience of working remotely and across different time zones
- Experience of working within a membership organisation or across a network of organisations

Skills and personal attributes

- Respectful, empathetic and supportive approach to national and local civil society organisations, which seeks to identify and build on strengths, and acknowledges the challenges such agencies face in their day to day work.
- Willingness to be managed from a distance and to work with a team that is spread around the world
- Excellent command of English and working knowledge of Arabic.
- Flexible, willing to contribute to other streams of work (as is frequently required in a small organisation) and adaptable; able to tolerate delays and take a problem solving approach
- Competent use of Excel
- Able to present information clearly and succinctly
- Willing to travel (generally 3-4 weeks per year)
- Willing to adhere to our child protection, whistleblowing and anti-bribery policies
- Willing to work for at least 2 hours per day between 9am and midday GMT and for at least 1 hour a day between 1pm and 3pm GMT (to enable meetings with staff and members across all regions)
- Willing to occasionally work outside of these designated working hours in order to work with others in different time zones.

Family for Every Child is evolving and with an ever increasing membership the role of the Secretariat has to adapt and respond to the changing needs of the members. This has an impact on each and every role within the Secretariat, therefore flexibility is key and the ability to respond to change, shift responsibilities and work collaboratively underlies the approach all staff need to take.

**The job holder for this role will be employed by Family For Every Child and must therefore ensure that they have the legal right to work within the county they are based. Family For Every Child does not support applications for working visas. We require proof of entitlement - visa and/or passport - and we will need a signed declaration for tax and social security purposes in order to ensure we comply with local legislation. Should the tax and or employment legislation within the*

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country you are based prohibit Family For Every Child from employing you directly then we reserve the right to withdraw an offer of employment.