

Senior Programme Officer - Maternity Cover

Location:	Flexible, working from home anywhere in the world <i>(depending on right to work)</i>
Contract type:	Maternity cover (6-12 months), full time
Grade:	F
Salary:	£29,936 - £31,874
Reporting to:	Programme Manager (Research)
Responsible for:	N/A

Job Purpose:

This role supports the effective delivery of Family for Every Child projects.

Scope and Limits of Authority:

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

Key Responsibilities:

Project management

- Working with members to develop activity plans, budgets and grant agreements.
- Working with members to ensure that projects are delivered within realistic timeframes and to budget.
- Assessing the progress of projects, forecasting budgets and reporting.
- Manage the tendering and contracting process for external agencies and consultants delivering research and other services/ activities
- Supporting the monitoring and evaluation of projects
- Undertaking other support to ensure the effective delivery of programmes and projects as required

Technical support

- Providing support to members on key technical issues which may include support to research, advocacy, programme effectiveness and/ or children's care and protection
- Providing support to policy development
- Ensure that all research, and other activities, supported by Family for Every Child is carried out in an ethical manner, and adheres to Family for Every Child's Child Protection Policy, Accountability framework and Standards for Consultation and Research with Children
- Identifying and matching member's skills and priorities to available opportunities, helping to select interested members to participate in projects , and working with members to develop activity plans and budgets.

Communication and member engagement

- Briefings on the progress of projects for internal and external use
- Supporting activities to encourage the engagement of members

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 underlines the approach all staff need to take.

Person Specification:

Knowledge and experience

Essential

- Degree standard of education or equivalent professional qualification.
- Sound project management skills including: proposal development and project planning, budgeting, and reporting.
- Basic knowledge of monitoring and evaluation.
- Some technical expertise in at least one area relevant to Family for Every Child (e.g. advocacy, research, programme effectiveness, children's care and protection).
- Experience of working with/ supporting local civil society organisations across a range of contexts.
- Knowledge of child protection/ child safeguarding standards and procedures.

Skills and personal attributes

- Highly organised and self-motivated, able to manage and deliver on multiple concurrent tasks
- Able to work independently and to problem solve
- Respectful, empathetic and supportive approach to work with national civil society organisations, which seeks to identify and build on strengths, and acknowledges the challenges such agencies face in their day to day work.
- Experience of working in a multicultural setting, ideally in more than one language, demonstrating understanding of working internationally
- Flexible, willing to contribute to other streams of work (as is frequently required in a small organisation) and adaptable; able to tolerate delays, problem solving
- Able to negotiate and achieve positive outcomes when difficulties arise
- Competent use of Excel
- Flexibility to work across time zones, including at least 2 hours per day between 9am and 12.00 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 adhere to our child protection, whistleblowing and anti-bribery policies
- Willing to travel when needed (up to a maximum of 6 weeks per year)
- Excellent command of English (oral and written) is a must, but working knowledge of Spanish, Portuguese, Russian, Arabic or French is appreciated.