

ADRA-UK Programmes Officer

About us

ADRA-UK is a UK based humanitarian organisation of the Seventh-day Adventist Church that demonstrates God's love and compassion. ADRA-UK is a member of the ADRA global network and works with people in poverty and distress to create just and positive change through empowering partnerships and responsible action. ADRA-UK serves more than 500,000 people annually and has a turnover of close to £3 million. Please visit www.adra.org.uk to learn more.

Position

The Programmes Officer, working as part of the Programmes Team, will take responsibility for managing a project grant portfolio, supporting implementing partners to deliver against objectives throughout the project cycle.

He/she will be supporting ADRA-UK's implementing partners to identify and develop high value (£250k +), complex proposals (including M&E frameworks) and donor budgets; investigating, sourcing and monitoring funds from government, public and private donors.

For the designated countries, the Programmes Officer will provide primarily technical and management support, to ensure that ADRA-UK's projects are successfully planned, conducted and completed.

Duties and Responsibilities

- Provide support to ADRA-UK partners implementing Agency-funded projects internationally, including grant management, donor regulations compliance, budgetary, and technical issues, ensuring that project objectives are being met effectively and efficiently.
- Conduct planned monitoring and evaluation visits to ADRA-UK projects in field locations for quality assurance, meeting targets, and preparation of donor reporting.
- Provide project feedback, information on lessons learned and best practices to implementing offices, ADRA EU and other supporting offices in the network, for the ongoing learning of the organisation and the network, and the promotion of ADRA-UK projects.
- Budget and financial competence: Providing support to the development of programme budgets and the review of financial reports

- Identify and develop new projects for ADRA-UK within the core portfolios of health, basic education, agricultural development, food security, economic development and disaster response.
- Respond to calls for proposals from governmental, public and private funding sources, in conformity with major donor regulations (DFID and EU), and in line with ADRA-UK's Mission.
- Act as point person for the appraisal of concepts and proposals from designated implementing partners and provide feedback and coaching to planning staff in those offices.
- Attend donor and NGO meetings; meet governmental and donor representatives, both in the UK and in partner countries, where appropriate, for public relations, advocacy and lobbying.

Key Skills & Experience

We are looking for someone with a strong and visible desire to work in development, and who shares the mission and vision of ADRA.

The successful candidate will have:

- Masters degree in a relevant subject (e.g. international development / international relations)
- at least two years direct experience in development work in a developing country
- proven understanding of development issues: theory and practice
- experience in the programme management cycle; from acquisition to implementation and evaluations assuring thorough quality
- strong analytical, verbal and written communication skills essential
- excellent communication skills and the ability to work with others in a cross cultural environment
- strong computer skills, covering the range of office-based packages;
- basic financial and accounting awareness
- interest and experience in working with complex database systems
- a high level of written and spoken English

Preferable

- Technical and professional expertise and experience in one or more of following areas, in a developmental context; Monitoring, Evaluation and Learning (MEL) frameworks and approaches and Education (providing technical assistance to education programmes)
- Skills in French will be a strong asset

Safeguarding Policy and Code of Conduct

We need to keep vulnerable people safe including children, vulnerable adults and people with disabilities, and so our selection process reflects our commitment to the protection of children from abuse. Employment is subject to our Child protection standards and vulnerable adult's policy, including background checks and adherence to our Child and Vulnerable Safeguarding Policy

Additional Information

1. This position will entail significant international and domestic travel. ADRA-UK's work is most often conducted in inhospitable and challenging environments around the world. The Programmes Officer will be expected to function productively in those adverse situations as well as in the UK office. International travel may be necessary at short notice.
2. For the most part, and wherever possible, the activities of the job will be conducted within normal office hours. However, by the nature of the work, some assignments may require work outside of these hours. A flexible approach to working hours is essential to successfully carry out the job.
3. ADRA-UK is offering this position in the first instance as a one-year contract. Gross salary, depending on experience, between £32,000 and £37,000 per annum. This position requires a minimum of six weeks of overseas travel per annum.
4. The nature of ongoing employment within ADRA-UK is dependent on financial contributions from ADRA-UK's support base and other funding organisations. Whilst ADRA-UK has benefited from positive growth and stability, it is to be recognised that the level of financial support is of a fluctuating nature.
5. Applicants should have the right to work in the UK prior to submission of the employment application.

The deadline for receipt of applications is 14 July 2018.

Return your application emailing info@adra.org.uk, or by post to Recruitment, ADRA-UK, Stanborough Park, Watford, Herts WD25 9JZ.

8 May 2018