

**JOB DESCRIPTION**

<b>Job Title:</b>	Programme Development Manager
<b>Location:</b>	London (other locations will be considered in countries where Saferworld has a presence)
<b>Reporting to:</b>	Head of Programme Support and Learning
<b>Salary range:</b>	Competitive INGO salary commensurate with experience
<b>Contract terms and hours:</b>	Open contract. Standard working week is 37.5 hours.

**Background**

Saferworld is an independent international organisation that works to prevent and reduce violent conflict and promote co-operative approaches to security. We work with people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organisation operational in 12 countries across Africa, Asia and the Middle East.

The Programme Support and Learning (PS&L) team operates under the auspices of the Director of International Programmes. The team is committed to supporting teams and partners in programme design, implementation and monitoring, evaluation and learning (MEL). The team also connects programmatic issues and global policy and advocacy to ensure they are complementary and conducive to external change based on evidence from the ground.

Saferworld is committed to providing a safe and trusted environment that safeguards our staff, partners and communities. Our organisational integrity is derived from the values and principles that underpin and guide our work.

**Job purpose**

The Programme Development Manager will support country and regional teams in designing and mobilising funding for peace, security and justice programmes. Working closely with country managers/directors and programme colleagues, the post-holder will lead on: coordinating and facilitating programme development processes (including taking the lead in drafting theories of change, logical models, narrative proposals and budgets), developing and supporting the implementation of long-term funding plans according to country and regional strategies; supporting new donor engagements and sustaining relationships with current donors; and writing high quality funding applications. S/he will be responsible for growing statutory/institutional funding portfolios in our country and regional programmes

The post-holder will have a successful track record in developing programmes and leading new business development efforts for/with institutional donors, which may include the UN, DFID/FCDO, USG/USAID, the European Union, and other European Governments, such as SIDA, DANIDA or the Netherlands MFA. They will have proven experience of programme management and support,

successful programme design and bid leadership, and will have the skills and experience to lead programme design processes that can then be used as the basis for fundraising and effective programming.

## **Key areas of responsibility**

### **Programme design and proposal development**

- Support and work with country managers/directors and programme teams to make informed go or no-go decisions on calls, design, develop, and write programme proposals that link to our organisational theory of change and enable Saferworld to realise our strategic plan at country and regional levels.
- In coordination with country managers/directors, country teams and partner organisations, lead on programme design and proposal development processes for institutional donors – including coordinating between various teams, facilitating country programme development ideas, facilitating and drafting theories of change, and taking the overall lead in drafting funding applications (proposal narrative, budgets, MEL frameworks, and risk matrixes as required by the call for proposals) based on various teams' inputs
- Ensure the proposal writing processes follow Saferworld's organisational values and principles in terms of partners' involvement and leadership in the proposal development, participatory budgeting and budget sharing with partners, preparing teaming agreements, and informing them about donor requirements and their/our obligations towards these.
- Ensure a strong gender and conflict analysis is included in programme design and proposal writing.
- Create and maintain a bank of project proposals for allocated countries/themes.
- Provide teams with guidance on institutional donor policies and ensure funding applications align with donor policies, as well as previous donor feedback and learning.
- Strengthen the capacity of staff – including country and regional teams – to identify fundraising opportunities and to develop strong programmes and high-quality proposals.

### **Strategic development**

- Support and work with country managers/directors and programme teams to develop, plan and implement resource mobilisation plans to fund country and regional strategies, including supporting and coordinating teams to cultivate and maintain good relations with donors.
- Oversee a portfolio of donors and keeping a track of their strategic and funding priorities and opportunities for engagement, and feed these into country and regional mobilisation plans.
- Act as a focal point for key donors, and in consultation with colleagues in the funding team, maintain a strategy for engagement.
- Work closely with country managers/directors and programme colleagues to engage with and cultivate donor relationships.
- In collaboration with country leadership, monitor country and regional mobilisation plans, and contribute to monitoring country and regional fundraising performance, including proposal success rate.
- Ensure cross-organisational collaborative working, including working closely with the funding team to ensure country and regional resource mobilisation plans are connected to global outreach and cultivation with key donors.
- Keep up to date of donor policy developments, and provide analysis of the implications for Saferworld.
- Keep the funding/grants management database updated.
- Participate in/support negotiations with donors related to new and/or existing grants.

### **Cross-organisational representation**

- Participate in external networking and represent Saferworld at relevant donor conferences, seminars and/or other fundraising events in relation to our work.
- Engage with the wider NGO and fundraising community, particularly in relation to institutional and statutory funding.

<b>Key working relationships</b>	
<ul style="list-style-type: none"> <li>• <b>Director of International Programmes, country managers/directors and heads of region</b> – working together on programme design, proposal development, and the development of resources mobilisation plans to enable the implementation of country and regional strategies.</li> <li>• <b>Colleagues in the Programme Support and Learning team</b> – working closely together to ensure proposal development and programme design is of the utmost quality and in line with organisational approaches to partnership, gender, security and justice, MEL and advocacy.</li> <li>• <b>Colleagues in the Funding team</b> – regularly coordinating to ensure country and regional resource mobilisation plans are connected to global outreach and donor cultivation plans, ensure approaches to Statutory and Institutional donors are co-ordinated with other parts of the organisation and leverage donor research support.</li> <li>• <b>Colleagues in the Finance team, both in-country and in London</b> – working collaboratively to develop programme budgets, ensuring effective cost recovery and budget sharing with partners.</li> <li>• <b>Colleagues in the Research and Learning Team</b> – coordinating with the team to ensure high-quality research methods and approaches within proposals, and/or on research proposals led by country and regional programmes.</li> </ul>	
<b>Scope and accountability</b>	
<b>Decision-making and limits of authority</b>	<p>Lead effective programme development; fundraising plans and ensure programme impact and quality in the proposals written.</p> <p>The post-holder is expected to show considerable leadership within the organisation and a high level of analytical thinking, creative thinking and problem-solving capacities. This includes developing systems and processes to meet new needs; identifying and applying appropriate programme design approaches; collecting and analysing a range of information from different sources; and developing new ideas and approaches to design and securing funding from statutory and institutional donors.</p>
<b>Financial resources</b>	N/A
<b>Other resources</b>	Responsible for cross-regional and organisational information-sharing and lesson learning on fundraising areas.
<b>People management</b>	Technical supervision' and 'supervision and oversight' responsibilities may be assigned to this post-holder, including but not limited to consultancies and/or dotted line management of staff. Within the team, line management of programme design coordinators, officers or interns may be a possibility.
<b>Legal, regulatory and compliance responsibility</b>	Supporting internal and donor compliance as part of programme design and proposal development support to country programmes.
<b>Person specification</b>	
<b>Knowledge and Experience</b>	
<ul style="list-style-type: none"> <li>• Demonstrable experience of designing, developing and implementing international development programmes – preferably in conflict-affected contexts – that bring about successful community-led programmes, and policy and practice change. Experience of designing peacebuilding and conflict prevention programmes is an asset.</li> <li>• Demonstrable experience of writing successful statutory and institutional funding proposals – including developing theories of change, MEL frameworks, and writing complex budgets.</li> <li>• Proven experience of financial management, including programme budgeting and financial reporting.</li> </ul>	

- Demonstrable experience of leading project design workshops including developing and distance managing processes to write successful proposals while building and managing relationships, including remotely, with country offices and/or local organisations.
- Demonstrable experience in building and maintaining relationships with institutional donors, and understanding of donor requirements, particularly for donors relevant to Saferworld such as the UN, DFID/FCDO, the European Union, USG/USAID, and SIDA (among others).
- Demonstrable experience of working with teams and partners in ways that reflect the principles of power-sharing and accompaniment.
- Experience in mainstreaming gender and gender sensitivity in programme design and proposal development.
- Strong understanding of key political, development and humanitarian trends and debates in focus countries for Saferworld, particularly linked to conflict prevention, peacebuilding, development, governance, and security and justice (desirable).
- Strong understanding of or experience working in Saferworld's focus countries in Africa, Asia and the Middle East (desirable).

#### **Skills/Abilities**

- Excellent written and spoken English; knowledge of a second language is desirable.
- Ability to work flexibly, independently and on own initiative.
- Experience in developing strategies, and translating strategy into practice.
- Ability to negotiate and understand priorities of colleagues, applying a problem-solving supportive approach.
- Excellent communication skills, with clear strategies for working remotely with colleagues and partners, including experience of communicating effectively across cultures and with diverse audiences, both verbally and in writing.
- Ability to work to tight deadlines, multiple priorities, and prioritise and manage workload.
- Excellent participatory workshop facilitation skills.

#### **Personal qualities**

- Self-motivated and persistent in the face of complex challenges.
- Able to manage multiple and complex priorities at once and prioritise work to deliver on objectives effectively.
- Personable, empathetic and able to develop excellent working relationships and collaborate with staff around the world.
- Commitment to and compliance with Saferworld's safeguarding principles.
- Commitment to gender equality, respect and value equality and diversity, and understanding of how this applies to own area of work.
- Commitment to the vision, mission and values of Saferworld.

#### **Other requirements:**

- Expected to be able to travel up to 3 months in the year (non-consecutive).

#### **Application process:**

**To apply:** Download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to HR at [jobs@saferworld.org.uk](mailto:jobs@saferworld.org.uk) (Ref: PDM09)

**Deadline for applications: 27 September 2021**

This is a re-advertisement, previous applicants need not re-apply

We only accept completed application forms so please do not send your CV