JOB DESCRIPTION

Job Title:	Programme Funding Coordinator – Global Policy, Advocacy and Research
Location:	Flexible – but with ability to travel to London on a regular basis
Reporting to:	Senior Advocacy Adviser
Grade and Salary:	Permanent contract, £31,949 - £39,293 Gross p.a.
Contract terms and hours:	37.5 hours per week

Background:

Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. 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 10 countries across Africa, Asia and the Middle East.

Saferworld's income of approximately £15m/year is secured primarily from statutory and institutional donors. The Programme Funding Coordinator will join the Global Policy, Advocacy and Research team and support their efforts to identify, secure and manage funds for their work, from both statutory donors and trusts and foundations.

The post holder will have experience of raising funds for policy, advocacy and/or research programming, managing funding relationships with a range of donors and supporting the team on grant management and compliance.

This will require knowledge of programme design processes (including theories of change and logical frameworks) and experience of supporting the production of high quality and complex proposals, along with an understanding of the role that policy, advocacy and research play in the wider development spectrum.

Job purpose:

Support policy, advocacy and research teams to identify, secure and manage funding from statutory donors, trusts and research institutions.

Roles and responsibilities:

Proactive donor research and engagement

- Identify, map and prioritise funding opportunities for Saferworld's global policy, advocacy and research work (including via institutional donors, academic/research councils and trusts/foundations
- Support colleagues to engage with and cultivate donor relationships
- Oversee a portfolio of donors and keep a track of their strategic and funding priorities and opportunities for engagement

Proposal development

- Support proposal design processes, including with colleagues from country programmes and partners
- Mobilise and co-ordinate inputs from programme, finance and technical colleagues in to the production of high quality proposals and supporting documents (results frameworks, budgets) in accordance with donor guidelines
- Review, provide feedback and edit content for inclusion in funding proposals
- Provide relevant donor information to support budget development and review budgets to ensure they respond to internal policies and donor requirements

Grant management

- Oversee management of grants and ensure compliance with donor conditions
- Ensure processes are in place to ensure donor compliance
- Co-ordinate grant management meetings
- Monitor income and expenditure on individual grants, including calling down of funds from donors

Donor reporting

- Review donor reports and ensure timely submission
- Support donor stewardship, including raising and negotiating issues with donors related to live grants, e.g. project or budget revisions, grant extensions etc.

Information management

- Ensure that information on key donors, grants and contracts is kept up to date and accessible on Saferworld's systems and databases
- Summarise and ensure relevant colleagues are informed of contractual donor requirements
- Participate in cross-team processes to monitor and co-ordinate funding applications and share donor intelligence

Team tasks

- Support policy, advocacy and research team colleagues during peak workloads
- Keep up to date and share information on trends and priorities of a portfolio of donors and the international funding environment generally
- Participate in external networking and bring donor intelligence back in to the team
- Monitor and input in to organisational key fundraising performance indicators

Key working relationships

The post holder will manage a portfolio of UK-based and international donors, which will require regular contact and stewardship. Within Saferworld, the post holder will be the primary fundraising contact and support for the policy, advocacy and research teams. Proposal development will also require effective working relationships with members of the Executive Management Team and representatives from Finance and other support functions. Critical is the co-ordination of our engagement with institutional and statutory donors and the Programme Development Managers who lead on this for our country programmes and are managed out of our Programme Support and Learning Team. The job will also require engagement with project partners and colleagues based in our country programmes, along with our affiliate offices in Washington, China and Brussels who also support resource mobilisation.

Scope and accountability

Decision making and limits of authority	• Co-ordinate decision making processes around funding opportunities, consulting with and bringing relevant colleagues together
Financial resources	• Supporting the development of high quality project budgets and maximising overhead recovery, for which strong budgeting skills are required
Other resources	• Inputting of timely and accurate information on the funding database
People management	• No direct people management, but the ability to mobilise, support and coordinate colleagues, including providing accurate and clear instructions, to keep to deadlines.
Legal, regulatory and compliance responsibility	• Synthesise and ensure relevant colleagues understand compliance requirements related to specific grants or funding opportunities, including ensuring donor safeguarding standards are adhered to when programmes and proposals are developed • Adhere to fundraising standards, e.g. GDPR • Comply with Saferworld's safeguarding policy

Person specification

Knowledge, qualifications and experience

- Relevant experience of working in the international development sector
- At least two years of statutory/institutional/foundation fundraising experience
- Experience of fundraising for policy, advocacy and/or research work
- Experience of programme and budget development processes and tools (results frameworks, theories of change)
- Significant experience of producing high quality, complex funding applications
- Experience of liaising and negotiating with donors, e.g. EU, FCDO, trusts and foundations

Skills and abilities

- Proven ability to work on own initiative, meet tight deadlines and work under pressure
- Excellent written, interpersonal and communication skills
- Enthusiasm to work with staff based in different countries and time zones
- Organised approach with meticulous attention to detail
- Ability to travel as required (minimal overseas travel)

Personal qualities

- A flexible and strong team player
- Pragmatic, measured and analytical in approach
- Commitment to and compliance with Saferworld's safeguarding principles
- Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work
- Commitment to own continuing personal and professional development
- Commitment to the vision, mission and values of Saferworld

Other requirements

- Experience of raising unrestricted/flexible funding desirable
- Experience of raising funds for global communications work desirable

Application process

To apply: Download and complete an application form at http://www.saferworld.org.uk/jobs/jobs and send to HR Team at jobs@saferworld.org.uk (Ref: PFC) **Applications will be reviewed as we receive them.**

Deadline for applications: 27th September 2021.