**JOB DESCRIPTION**

**HQ Programmes Desk Officer**

Human Relief Foundation (HRF) is an International Non-Governmental Organisation registered with the UK Charity Commission (1126281). Launched in 1991, HRF seeks to promote sustainable economic and social development by working with local communities through relief and developmental programmes, supporting them to build a better life and find their own solutions to global problems. HRF provides emergency relief and assistance to people caught up in extraordinary, life-threatening situations. With ten permanent offices strategically located around the world (Bradford, Amman, Baghdad, Mosul, Islamabad, London, Manchester, Birmingham, Nairobi, and Paris), HRF is actively providing global assistance whenever and wherever it is needed.

|  |  |
| --- | --- |
| **Job Title** | Programmes Desk Officer |
| **Reports to** | International Programmes Department |
| **Direct Management Responsibility** | Head of International Programmes |
| **Job location** | 2 Claremont, Bradford, BD7 1QB |
| **Employment status** | Full time |
| **Pay (Stipend)** | Negotiable |
| **Time frame** | Start Date January 7th |
| **Working hours** | Monday – Friday (9:30 - 17:30) |

**Focus:** To contribute to the management and enhancement of humanitarian aid and development activities ensuring quality, effectiveness and timeliness of the responses, reporting and representation.

Reviewing and management of past and present project reports; management of database entry for reporting; policy research; proofreading (editing and writing);

# GENERAL RESPONSIBILITIES:

1. Maintain good working relationship with, and represent HRF Programmes Department within the wider setting of HRF and its staff. (regular contact with Country Directors, Programme Managers, Finance Managers and Country Office Management Team members)
2. Convening update meetings between all departments at HQ, conference calling and updating country office staff on a regular basis.
3. Attend and represent HRF in the international development and humanitarian fora in both the UK and EU, where applicable.
4. Collation and documentation of programmatic and financial monitoring material from both the country offices and HQ, whilst also ensuring quality checks on all material before submission to relevant departments and donors.
5. Support the Country Office staff in the elaboration of concept notes and/or project proposals to be submitted to institutional and private donors.
6. A priority will be to maintain the Donor Mapping Exercise and including this within the centralised/hub system to connect particular country offices to all calls and relevant to the country and their eligibility based on their areas of expertise.
7. Presence and visibility of programmes at all times, providing web and donor friendly project summaries for the website and social media. Assist in content and editing for marketing materials, such as brochures, pamphlets, leaflets etc
8. Advise and inform HR with any issues relating to interviewing candidates within roles for the department, utilising knowledge and experience of the expectations of each person’s role from the context of HRF Programmes Dept. as a department.
9. Ensure that HR is updated with information that is the standard practice for the well-being of staff in the sector and in emergency environments. Also ensure any information that is shared purposefully between you and country staff relating to disputes over working hours, conditions etc. that HR is made aware of.
10. Management of work-study students, volunteers and interns within the international programmes department.

Any other business as required.

**PERSONAL SPECIFICATION:**

*Knowledge:*

* Understanding and knowledge of international development and humanitarian affairs
* Knowledge of the Middle East, North or East Africa; Understanding of the political environment in these regions and current humanitarian efforts

*Essential:*

* Educated to degree level (undergraduate, preferably post-graduate).
* min. of 1-2 years experience in the NGO sector.
* Excellent research and analytical skills
* Ability to plan and prioritise
* Excellent written and spoken English (grammar in particular)
* Proven administrative skills and excellent attention to detail
* Pro-active and confident self-starter with ambition, vision and drive to achieve targets.

*Desirable:*

* Postgraduate student with specialisations in political science, peace studies (international development, conflict resolution), business administration, management, and environmental sciences.
* Ability to speak one of the following languages; French, German, Arabic, or Kiswahili

**APPLICATIONS**

If you are interested in applying, please send your CV, cover letter (max. one page) and the names and contact details of two referees to Christine Pellens (christine@hrf.co.uk). Applications will be accepted until the 21nd of December.