

**JOB TITLE:** Programmes Officer

**LOCATION:** Bradford, UK (70%). Approximately 30% international travel.

**WORKING HOURS:** 09:30 - 17:30, five days a week with some evening and weekend work at crucial times.

### **MAIN DUTIES & RESPONSIBILITIES**

Under the management of the Head of International Programmes (HQ-based), the Programmes Officers will be responsible for supporting the development and implementation of HRF's programmes, with a particular focus on securing funds. Key responsibilities include:

#### **Grant Acquisition and Donor Coordination**

- Support and lead the development of concept notes, proposals and situation analyses, including designing logical frameworks, setting realistic and measurable targets, and developing narrative proposals and budgets.
- Proactively search and identify potential new funding opportunities for HRF through relevant open sources (e.g. donor websites, humanitarian assistance portals), clusters and scoping with existing and potential donors.
- Liaise with colleagues to procure primary data required to develop successful proposals; creating primary data collection tools to facilitate this.
- Identifying and representing HRF at relevant networking opportunities and other meetings.
- Liaising with the marketing department to ensure the visibility of projects and programmes.

#### **Grant and Programme Management**

- Review contracts, MOUs and other documentation prior to signature.
- Provide oversight and support to project teams throughout the project management cycle.
- Ensure HRF projects are delivered in full compliance with donor technical and financial requirements, achieving agreed outputs in accordance with approved work plans and budgets.
- Maintain strong working relationships with colleagues based in field offices through regular communication (in-person and remotely).
- Develop and maintain strong working relationships with donors and humanitarian sector focal points.
  
- Lead the development of both narrative and financial donor reports before submission. Ensuring coherence with proposal/contract and previous reports, quality and adherence to donor guidelines.
- Provide briefing papers and support the development of external communication tools relevant for donor visits/meetings.
- Act as a key focal point between project staff, HQ and donors.

- Support country MEAL teams in the collection of data to measure output and outcome level indicators.
- Maintain the quality of HRF programme implementation in accordance with policies and SOPs.

### **Organisational Strategy and Growth**

- Assisting in the development of new policies and updating existing policies in line with internationally accepted standards.
- Assisting in the supervision of volunteers and interns within the Programmes Department.
- Assisting with recruitment within the department, specifically in field offices.
- Working collaboratively to strengthen integration and cross-learning within the programmes department.
- Assisting in the development of HRF country-level strategic documents.
- Conducting capacity building training for staff where required.

### **Administrative Work**

- Ensure HRF's databases are maintained and regularly updated.
- Ensure supporting documents for proposal submissions are prepared accurately and on time.
- Ensure documents and files are organised and up to date.

### **General**

- Willing to travel to field locations as and when required.

### **PERSON SPECIFICATION**

- An undergraduate degree in a relevant subject, masters degree an advantage.
- Minimum 3 years of previous experience in a similar position and existing knowledge of the sector are.
- Self-motivated, able to use initiative and work effectively without close supervision.
- Excellent communication skills, including fluent spoken and written English and exceptional report writing and editing skills.
- Ability to prioritise multiple tasks and produce high quality work while meeting competing deadlines.
- Strong interpersonal and intercultural skills.
- Excellent timekeeping and attendance, and ability to work additional hours at crucial times.
- Previous experience in countries where HRF operates is an advantage.
- Right to live and work in the UK.
- Familiar with UK context (UK charity economy) is desirable

