

JOB DESCRIPTION

Job Title:	Programmes Officer
Responsible to:	Programmes Manager
Grade salary range:	£24,616 - £27,759 per annum
Location:	London

Introduction

Raleigh International is a sustainable development charity. We harness the passion and energy of young people to effect positive change in sustainable development. Our programmes focus on providing access to safe water and sanitation, protecting vulnerable environments and building resilient communities.

Our work is delivered through young people and is a collaboration between local communities, partners and volunteers from a wide range of backgrounds, nationalities and life stages. We operate in partnership with communities, non-governmental organisations (NGOs) and governments in Borneo, Costa Rica, Nicaragua, Nepal and Tanzania. Since our foundation as a charity in 1984, Raleigh volunteers have become a global community of more than 36,000 people committed to building a sustainable future.

Overall Purpose of the Role

The Programmes Officer will be responsible for the quality implementation of Raleigh's projects ensuring alignment with the programme cycle management manual (PCMM). You will provide support and guidance across Raleigh's operating countries to ensure high quality implementation of programmes that meets organisational and donor requirements. You will also be responsible for ensuring relevant programmatic information is shared effectively and efficiently across the organisation.

Principal Accountabilities and Responsibilities

1) Raleigh's Programme Implementation (Expedition and ICS)

Raleigh's Expedition and ICS programmes (60%)

- Provide country teams and HO teams with ongoing programme implementation support and quality control to ensure Raleigh and donor requirements are met
- Provide regular support to project focused country staff to ensure progress against project outcomes are monitored throughout delivery cycles
- Continual review, development and strengthening of team level MEL tools and implementation processes in country
- Review team level returns and provide feedback to project focused country staff on a cyclical basis
- Maintain the Expedition and ICS project files, including all relevant documents from cycle returns.



- Maintain an up-to-date understanding of ICS and contribute to keeping organisation updated on changes and developments
- Support effective management and use of Jobscience (a Salesforce customised database) across the organisation (in head office and in country) and regularly review accuracy of entered data
- Work with Programmes Officer (MEL) and country teams to ensure strengths, weaknesses and trends in implementation are identified and learning is shared
- Maintain project overview spreadsheet and ensure relevant information is shared with other departments
- Provide input on the development and implementation of all thematic programmes
- Contribute to maintaining effective working relationship with the ICS Hub, other consortium members and key stakeholders
- Attend consortium-wide ICS meetings as required
- Contribute to ICS quarterly and annual reporting as required
- Support to Programme Manager on all aspects of the project cycle where required
- Support to M&E Manager as required

2) Cross Departmental Support (Overseas and Head Office) (30%)

Support Raleigh's delivery of programmes in line with the Programme Cycle Management Manual and provide cross departmental/cross country support on programmatic information.

Overseas Team Support:

- Advise Overseas Staff on the implementation of programmes within Raleigh and donor guidelines (e.g. ICS PIM)
- Provide remote support to in-country teams in maintenance of their projects records, compilation of project factsheets and provision of up-to-date programme information.
- Regularly communicate information on any policy, research or papers concerning Raleigh's thematic programmes, the post 2015 agenda, or information relevant to each country
- Represent Raleigh with partner organisations as required
- Develop processes and tools as required

Head Office Support:

- Update Head Office teams on programmatic developments in country
- Respond to written communication requests as required
- Advise Head Office teams on the implementation of programmes within Raleigh and donor guidelines (e.g. ICS PIM)
- Represent Raleigh at events as required
- Contribute to the development of programmatic communications for various audiences (trustees, donors, alumni, volunteers, website, articles for alumni magazine and general communication) and provide research on programmatic areas for multiple teams
- Work cross departmentally and with country staff to develop Programmatic focused elements of the volunteer learning journey

- Provide cross departmental advice to all teams on programmatic areas, country and technical information
- Develop processes and tools as required

3) Development of new programmes and fundraising (10%)

- Support Programme Development Manager in the narrative and budgeting aspects of bids
- Provide support to Programme Development Manager and country staff in relation to institutional and corporate fundraising as well as donor liaison.
- Provide support to Programme Development Manager in the development of new projects

Main duties and responsibilities:

- Provide support to country teams in the day-to-day implementation of programmes
- Support countries in PCMM implementation
- Implementation of Programmes and Policy communication plan across the organization
- Supporting institutional and corporate foundations fundraising
- Internal communications of programmes team information
- Provide programmatic information to support the development of new projects and proposals
- Attend Programme department meetings and produce and distribute minutes as required
- To undertake other duties as required by the Programme Manager, M&E Manager and Director of Programmes and Policy from time to time.
- To work flexibly with other members of the team in HO and internationally.

Person Specification (Skills and Experience)

Essential

- A degree in humanities, social science, management or international development.
- Demonstrated interest in the field of international development, particularly in the area of Raleigh International's priorities.
- Have demonstrated excellent analytical skills, be forward thinking and be able to see the bigger picture.
- Excellent writing and numerical skills.
- Experience in the use of monitoring and evaluation tools, and working knowledge of logical framework methodology.
- Experience of report writing.
- Knowledge of relevant national/international strategies and frameworks in the areas of youth empowerment, livelihoods, participation and governance, and other youth global development priorities.
- Have a strong commitment to Raleigh International's aims, ethos and vision.

- Ability to adapt and work in a multi-cultural setting.
- Be a people person with a can-do attitude.
- Have excellent interpersonal, written and verbal communication skills.
- Possess excellent competency with Information Technology – Excel spreadsheets, word processing, PowerPoint and database software.
- Excellent relationship-building skills.
- A high degree of tact, diplomacy and corporate spirit.
- Language – fluent in English verbal and written; knowledge of Spanish language would be an advantage

Other Information

Values and Behaviours

Raleigh International's core values are Courage, Discovery, Drive, Impact and Integrity. Our staff are expected to be passionate about, and proud of their roles. Team working is fundamental to our approach, by assisting others and taking on additional responsibilities and tasks if necessary.

We are results driven, committed and self-motivated to achieving targets, embracing accountability for our own actions.

The holiday entitlement is 25 working days per year, plus bank holidays. Normal office hours are Monday to Friday, 9.00 - 5.00, although weekend and evening working are required for Raleigh duty management, phone calls and delivery. It is expected that some international travel will be required.

Safeguarding and Vulnerable Adults

Raleigh International is committed to ensuring the health, safety, welfare and development of all young people with whom it works regardless of gender, age, stage of development, disability, sexual orientation, religion, culture or ethnicity. All participants who take part in activities organised by us should enjoy taking part in these without fear of harm. We guide all staff and volunteers to show respect for and understanding of young people's rights and their safety and welfare and by so doing, conduct themselves in a way that reflects our principles.

Anti-Corruption Policy

It is Raleigh International's policy to conduct organisation business honestly, and without the use of corrupt practices or acts of bribery to obtain or receive an unfair advantage.

Raleigh is committed to ensuring adherence to the highest legal and ethical standards of organisation conduct. This must be reflected in every aspect of the way in which we operate. We must conduct all our dealings with integrity. Bribery and corruption harms the societies in which these acts are committed and prevents economic growth and development.

Any breach of Raleigh's policy will be regarded as a serious matter and will be dealt with under our disciplinary procedure. In serious cases, it may be treated as gross misconduct leading to summary dismissal.