

JOB DESCRIPTION

Job Title	Programme Officer
Reporting to	Programme Manager/Head of Programmes
Management Responsibility	None, but will take responsibility to oversee assistant, interns, volunteers (if and when needed)
Contract	Initial 12 months fixed term, Full-time

This role is based in the UK and open to individuals with unrestricted right to live and work in the UK. At this stage we are unable to offer sponsorship opportunities. Therefore, you must currently hold the right to work in the UK.

About Ethar Relief

We are a non-governmental, non-political humanitarian aid organisation, dedicated to helping people in need regardless of their ethnic origin, political affiliation, gender or religious beliefs. Our current projects provide aid and sustainable resources to displaced, poverty-impacted refugees and disadvantaged communities in Sudan, Yemen, Djibouti, and Ethiopia, (countries within or near the area traditionally referred to as The Horn Of Africa). These countries and locations are diverse and unique in themselves, and are never treated as a homogenous group despite their proximity to each other. Likewise, the communities within each country share culture, customs, and origins, but also diverge greatly in many aspects. Ethar Relief celebrates both the similarities and differences, and extends its support and advocacy towards refugees from these communities within the UK.

Scope of the Role

The Programme Officer works in conjunction with other members of the programme team to administer, coordinate and manage Ethar Relief's partnership network and international programme portfolio. This will entail project management, programme development, critical review of budgets, proposals, and reports as well as institutional grant development and management. The role is responsible for the daily management/oversight of downstream partner activities.

1. Communication and Representation

- Provides country and project briefings to internal stakeholders
- Responds to donor queries
- Supports fundraising teams with donor education initiatives
- Represents Ethar at external events/meetings where relevant
- Works with stakeholders to deliver Ethar's strategy
- Manages and produces content for fundraising and marketing teams

2. Manage Downstream Partnership Portfolio

- The main point of contact to maintain daily/regular communication with the partnership network
- Works with the programme team to guide the partnership network on the development of budgets, concept notes, proposals and reports
- Develops works plans with weekly follow-up on progress against activities and timescale
- Works closely with the programme team to continuously improve the work of the partnership network
- Identifies existing and emerging issues and works in collaboration to resolve
- Conducts downstream partner assessment, compliance and due diligence

- Contributes to the development and improvement of downstream partners document submission e.g. log frame, risk register, work plans
- Responsible for exploring new downstream partnerships in country/region
- Guides the partnership network on developing and shaping projects/programmes

3. Project/Programme Management

- Co-ordinates and manages the partnership network alongside the programme manager
- Critically reviews and provides feedback on budgets, concept notes, proposals and reports
- Maintains a comprehensive and live list of projects e.g. historic, new and on-going
- Analyses programme activities and writes monthly reports/updates
- Identifies institutional grant opportunities and supports the development of institutional bids
- Develops, maintains and manages departmental work plans and is responsible for regular follow-up
- Carries out monitoring activities in project locations
- Develops and maintains a reporting schedule and shares with fundraising for transparent communication to donors
- Ensures donor compliance
- Keeps abreast of current, humanitarian and political affairs in project locations, assesses the impact and reports to the programme manager/head of programmes i.e. daily desk research
- Oversees administrative duties within the programme team

4. **Finance**

- Supports the development of the departmental budget
- Critically reviews downstream partner expenditure reports i.e. actual v budget and works closely with the finance team to seek verification
- Co-ordinates with the finance team in the allocation of income/religious giving
- Closely monitors project/programme expenditure

5. **Travel**

- Conduct monitoring visits overseas
- Occasional travel in the UK

6. **General**

- Carry out any other duties as may be reasonably requested.

PERSON SPECIFICATION

Essential

- Empathy for vulnerable people and those in poverty.
- One to two years' experience of working in international development or with an international NGO
- Exceptional project management skills preferably of managing projects in the charity sector
- Experience of working with downstream partners in overseas settings and understanding the nuances
- Extensive financial skills to develop and monitor budgets and scrutinise/verify expenditure reporting
- A very strong team player able and willing to support colleagues during periods of high demand and stress
- Strong communication and interpersonal skills with the ability to communicate at multiple levels and with people from diverse cultural backgrounds
- A self-starter/self-motivator who requires minimal supervision and is able to prioritise
- Fluency in verbal and written English
- Excellent analytical, organisational and writing skills with emphasis on attention to detail
- Able to work to tight deadlines in a pressured environment
- Expected to be fully IT literate

Desirable

- Educated to degree level or equivalent professional qualification and evidence of CPD

- Project management qualification
- Experience of monitoring and evaluating programmes
- Good understanding of the humanitarian architecture
- Fluent in verbal and written Arabic

Safeguarding Statement

Ethar Relief is committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.

As such, all posts are subject to a safe recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have policies and procedures in place which promote safeguarding and a safe working environment.

Application Process

Please tell us how you meet the person specification and submit your application to Ms Ayah Omar at [Ayah.omar@etharrelief.org](mailto:ayah.omar@etharrelief.org)

We will review applications on a rolling basis.

Further information about Ethar Relief can be found online at <https://www.etharrelief.org/>