

## PROGRAMME OFFICER

An exciting opportunity has arisen for a programme officer with Ethar Relief, a Birmingham-based international charity that works across the Horn of Africa and Yemen. The role is on a full-time basis as part of an initial 12-month fixed-term contract with a view to progressing into a permanent role. In return, you will receive a salary of **£25,000 to £27,000 per annum**.

As a programme officer, the successful candidate will play an integral role in developing and managing the international programme portfolio, work closely with our partnership network and undertake regular monitoring visits to Sudan and Yemen.

### Key duties and responsibilities

- Day-to-day management of the international projects/programme portfolio
- Critical review of budgets, proposals, and reports
- Development and management of institutional grants
- Daily management/oversight of the partnership network and its activities
- Manage and produce content for fundraising and marketing teams
- Conduct assessment, compliance, and due diligence on the partnership network

### What we're looking for in our programme officer

- One to two years' experience 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
- Excellent analytical, organisational and writing skills with an emphasis on attention to detail
- Able to work to tight deadlines in a pressured environment
- Fluency in verbal and written English; Arabic desirable

This would be an ideal role for a candidate with international programme experience looking to make a difference with an organisation that delivers assistance through its partnership network. This role will open up opportunities to develop and garner compliance and due diligence skills, programme development and further the localisation agenda.

We are looking to appoint this role ASAP and will be reviewing applications on a rolling basis. For the best chance of success, 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 would love to hear from you.

In return we offer:

- Competitive Salary
- 30 days Annual Leave
- Pension Scheme
- A range of flexible working arrangements allowing staff to balance work and home commitments, including flexible hours, hybrid and remote working.
- TOIL

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.

Please note that due to the anticipated quantity of applications, we will only be contacting candidates who meet the criteria as outlined in the job description. If you have not been contacted within 2 weeks of your application, it is an indication that you have been unsuccessful on this occasion.