Job Specification: Government Relations Officer

Department:	Programmes
Scale:	UK 2
Line managed by:	Government Relations Manager
Responsible for line managing:	N/A
Location:	Manchester Affiliated

MAG's Vision is a safe future for women, men and children affected by violence, conflict and insecurity. People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

MAG's Mission is to save lives and build safer futures. We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons and ammunition on people and communities. How we do this is as important as what we do – we work primarily with and for communities, for us 'it's all about people'.

Job Purpose:

Support the Government Relations Managers and the Government Relations Coordinators to deliver initiatives designed to ensure the strategic and tactical growth of the organisation through business development activities.

Support the coordination of a portfolio of donor contracts, providing day-to-day administrative support to contract coordination and management activities, ensuring effective internal coordination and a consistent approach to delivery and reporting across relevant programmes.

Support the development of new programmes and projects through the proving input and administrative support to the development of briefing notes, concept notes, proposals and bids.

Support the delivery of the Government Relations and Partnerships team objectives and business plan through assisting the team in a range of grant management, administrative and support tasks.

Job Description

Research and identification of Business Development opportunities

- Support department activities by researching, identifying and pursuing opportunities with funding agencies that will enable diversification of MAG's services in support of the department's business development objectives.
- Through targeted research and analysis, support the Government Relations Team to identify opportunities for organisational growth in terms of increased income, expansion and diversification of income generation streams and services offered.
- Conduct and compile competitor analysis and research to identify new or emerging developments within the mine action or WAM sectors.
- Monitor trends within the portfolio of international donors and support coordination between all those with responsibility for working relationships with these donors.

Grant Management, contract coordination and donor engagement

- Provide support to bid development through assisting the Government Relations team with development, review and proofreading of proposals and concepts notes and so on.
- Support the submission of high quality, accurate narrative reports to reflect contract obligations in coordination with the GRCs, Programmes Finance Team and country programmes.
- Contribute to writing/QA of quality concept papers and proposals for country portfolio.
- Review and critically analyse contracts, MoUs and Letters of Agreement, as requested by line manager.
- Maintain MAG's electronic records through regular entry of all initiative, proposal submission and contract and comprehensive grants files with consideration of donor requirements and grant/proposal analysis.
- Developing, maintaining and updating departmental documents (including donor factsheets)
- Supporting with design and content of presentations and briefings ahead of donor meetings

- Maintain a calendar of donor meetings and events, and provide support in the collation and distribution of notes and information resulting from donor meetings

Administration and Information Management

- Support the department in maintaining information systems including:
    - Assisting in ensuring that departmental information is up to date, including presentations and induction information
    - Updating/ uploading information on the Government Relations section of Sharepoint and Sycle and other relevant systems.
    - Managing MAG registration and updating data on external portals where MAG is registered.
    - Assisting in the maintenance of the team filing system and providing support as required.

- Provide general administrative support to the department, including:

    - Collation of the department's contribution to the weekly sitrep
    - Minute taking and dissemination
    - Collation of draft donor and external updates
    - Undertaking routine tasks such as organising meetings, scanning and mailing documents, maintaining out of office planners and any ad hoc duties as required

- Providing cover for agreed areas of work when other members of the Government Relations and Partnerships team are absent for extended periods.

All HQ staff are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development programmes.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.
- Travel overseas, sometimes to developing countries and areas in conflict, as and when required
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Some Job Descriptions may be supplemented by specific Terms of Reference

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Person Specification

Essential Experience

- Experience of supporting grants and projects
- Experience of working in a fast paced and varied administrative role.
- Experience of designing and improving existing administrative processes and spreadsheets.
- Experience of prioritising work to meet tight deadlines.
- Experience of managing competing priorities.

Essential Skills and Knowledge

- Excellent communication skills, both written and verbal
- Project design and planning skills
- Proposal and report research and writing skills
- Strong planning and organisational skills with ability to effectively prioritise a changing workload and coordinate activities.
- Capability to quality review proposals, budgets, reports and other communications for donors
- A strong track record in ensuring inter-departmental communication and collaboration across various functions
- Agile and able to work at pace

- Ability to work with others at a distance
- Strong attention to detail
- Knowledge of international humanitarian development needs and related issues
- Ability and willingness to undertake routine administrative tasks
- Ability to work independently as well as part of a team
- Good literacy, numeracy and IT skills including Microsoft Word and Excel

Essential Aptitude

- Innovative, creative and proactive with an analytical and solution-oriented approach
- Determined and committed to high quality standards
- Ability to establish effective working relationships at all levels internally and externally
- Excellent communication and interpersonal skills
- Ability to meet deadlines and work calmly under pressure
- Ability to represent and promote MAG
- Commitment to MAG's strategic direction and core values
- Self-motivated, flexible and enthusiastic approach to work
- Commitment to MAG's equal opportunities policy

Signed employee:	**Date:**
Signed manager:	**Date:**