Job Specification: Programme Support Officer

Department: Programmes
Scale: HQ 2
Line managed by: Programme Support Coordinator
Responsible for line managing: N/A
Location: WFHManchester, UK

MAG's Vision: A safe and secure future for men, women and children affected by armed violence and conflict.

MAG's Mission: MAG saves lives and builds futures by working with others to reclaim land contaminated with the debris of conflict, to reduce the daily risk of death or injury for civilians, and to create safe and secure conditions for development.

Job Purpose:

Work closely with the Programme Support Coordinators (PSCs), Regional Directors (RDs) and Country Management Teams to support grant administration and grant management for MAG's programmes through:

- Production of funding proposals, reports, success stories and any other relevant stakeholder documentation as required.
- Support the administration of grants and ensure the contract management database is up to date

Job Description

Grant monitoring and management

- Provide day-to-day monitoring of grants, contracts and expenditures according to work plans agreed by the PSCs
- Provide timely and accurate information, analysis and reports on current grant and proposal status as required by PSCs and RDs.
- Assist the PSC in the drafting and monitoring of partner contracts, MoUs and projects as required
- Review proposals, reports and success stories as submitted by country programmes and submit final versions to MAG HQ relevant departments
- Liaise with programmes and HQ Programmes Finance Team to ensure that contract obligations are met, and internal monitoring of project budgeting is carried out, including participation in BvA meetings
- Liaise with other departments in HQ as required
- Ensure all grant documents are uploaded on the HQ system
- Ensure that donor reporting requirements are achieved.

Donor and partner related activity

- Support the PSCs in creating and maintaining relationships with donors, partners and other stakeholders as required.
- Maintain in-depth knowledge of donor policies for country portfolio.

Information Management

- Establish appropriate internal reporting formats and ensure effective internal information flows.
- Work with the PSCs to ensure the Contract Management Database records are up to date; regular entry of all initiatives, proposal submissions and contracts within the regional portfolio
- Maintain comprehensive grants files with consideration of donor requirements and grant/proposal analysis

Other

- Liaise with HQ to ensure that required general programme and country data is communicated effectively.
- Work with programmes and HQ communications team to identify stories and opportunities for external publicity of MAG's work in the region
- Support the drafting of success stories from the programmes to be shared with key stakeholders
- Ensure up-to-date knowledge of programme activities and development issues in country/region of responsibility.

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.
- Travel overseas to support MAG programmes 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.

Person Specification

Essential Experience

- Experience of supporting grants and projects
- Experience of writing reports
- Experience working for NGO
- Experience of working with relevant institutional donors e.g. EU, UN, government departments

Essential Skills and Knowledge

- Project design and planning skills
- Proposal and report writing skills
- Experience of ensuring contract and legal compliance of project activities
- Research skills
- Commitment to humanitarian and capacity building principles
- Capability to quality review proposals, budgets, reports and other communications for donors
- Excellent verbal and written communication skills with outstanding influencing and negotiating skills
- 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
- Evidence of having worked across multiple teams
- Knowledge of international humanitarian development needs and related issues
- Ability to work to a budget
- Awareness of relevant security issues in project design
- Excellent organisational skills with the ability to coordinate activities
- Good literacy, numeracy and IT skills (e.g. Word/Excel)
- Ability and willingness to undertake routine administrative tasks

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

Desirable

- French/Spanish language skills
- Experience using creative software (such as Indesign)
- Knowledge of relevant institutional donors with an understanding of their needs and requirements
- Understanding of legal issues in relation to contracts and charity and company law

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

March 2021