



Photo: Nifin'Akanga

## **Job Description**

**Operations and  
Procurement  
Specialist**



## **OUR VISION**

Full attainment of SRHR for all

## **OUR MISSION**

To be a global leader in supporting grassroots organisations and building stronger, more inclusive movements for SRHR for all, especially in challenging contexts.

## **WE ARE**

- Accessible and responsive to applicants and grantees
- Supportive and flexible in engaging with applicants and grantees
- Open & transparent, committed to making information widely available
- Demand-lead, using grantee feedback & lessons to adapt ways of working
- Results focused, with performance metrics jointly developed with grantees
- Sound management and stewardship of financial resources
- Independent from external policy pressures and guided by our members

**AmplifyChange is a not-for-profit organisation that supports local civil society organisations to advocate for sexual and reproductive health and rights (SRHR)**

## **BACKGROUND**

AmplifyChange makes grants of various sizes and duration to support the work of civil society organisations (CSOs) located in low- and middle-income countries, advocating for improved sexual and reproductive health and rights (SRHR). More information can be found on our website: [www.amplifychange.org](http://www.amplifychange.org)

AmplifyChange registered as an independent entity in early 2020, with a five-year strategy outlining our approach for the future. Since our inception in 2014, AmplifyChange has awarded over 1,200 grants to CSOs working in SRHR, mainly in Sub-Saharan Africa and South Asia, and run 56 funding rounds processing approximately 9,000 eligible applications.

## **OUR VALUES**

While AmplifyChange accepts applications on a competitive basis to make grants accessible to all, our ethos is to support applicants and grantees to succeed, and to facilitate access to longer-term and more predictable funding to well performing groups. AmplifyChange is agile, lean and light touch, without compromising quality and the ability to provide personalised support to our grantees.



## THE ROLE

### JOB CONTEXT

We are looking to recruit an Operations & Procurement Specialist. The Operations & Procurement Specialist ensures that our business processes, policies and operational support systems are fit-for-purpose and donor-compliant. They will ensure that AmplifyChange remains operationally agile and light touch, maximising the funding available to our grantees.

### MAIN RESPONSIBILITIES

#### Operations

- Maintain an up-to-date repository of operational policies and working processes. Lead on the periodic update of existing policies and, where relevant, oversee the development of new operational policies and working processes.
- Ensure team members and relevant external suppliers are aware of policies and business processes that underpin their day-to-day roles, and facilitate their implementation
- Identify, develop and implement opportunities for improvement to our operational processes
- Lead on change- and operational improvement projects, including but not limited to environmental sustainability, in- or outsourcing of business services, etc
- Work closely with the external Data Protection Officer to ensure AmplifyChange remains compliant with Data Protection regulations and legislation
- Coordinate regular external reporting through the International Aid Transparency Initiative (IATI) mechanism, in close collaboration with external experts
- Support the Head of Operations in exercising their duties with regards to risk management, donor compliancy, software management and the annual workplan
- Deputise for the Head of Operations in their absence

#### Procurement

- Contract external suppliers (consultants, private companies) in response to market analysis and supplier selection conducted by fellow team members
- Keep contractual agreement templates as well as forms and templates that support the implementation of the procurement policy up-to-date, and ensure compliance with legal and donor requirements
- Provide support to, and respond to procurement-related queries from team members
- Any other duties as may be reasonably required



## PERSON SPECIFICATION

### Essential:

- Sensitivity to, and support for, the values and general aims of AmplifyChange
- Educated to degree level or equivalent
- Substantial working experience in operations, preferably at the intersection of business process management and policy development
- Extensive experience with reviewing, updating and implementing organisational and operational policies
- Knowledge of, and experience with, best-practise approaches to business process optimisation
- Excellent analytical skills; ability to analyse bottlenecks and design innovative solutions to operational challenges and to zoom in and out between detail and bigger picture
- Excellent oral and written communication skills with the ability to develop accessible, clear and concise policies
- Proficient user of Microsoft Office suite
- Proven ability to operate effectively in a team environment liaising with team members in an international setting

### Desirable:

- A legal background in procurement and contracting
- Experienced user of business process management software
- Knowledge of and experience of change management principles and sensitivities
- Experience working with outsourcing partners

## REPORTING AND ORGANISATION

- This is a fulltime, 37.5 hours per week, position reporting to the Head of Operations. AmplifyChange is based in Bath and we operate on a hybrid working model. Requests for flexible working arrangements will be considered. Occasional national travel may be required. We can only accept applications from those with proof of the right to work in the UK.

## SALARY AND PACKAGE

<b>Basic salary range:</b>	Basic salary range: £ 39,000 - £42,000 per annum
<b>Holiday:</b>	25 days per annum on full time basis plus public holidays
<b>Pension:</b>	8% employer contribution
<b>Life insurance:</b>	Company life insurance scheme



## HOW TO APPLY

If you wish to apply for this role, please submit your cover letter and CV via our anonymised recruitment process which can be found here at [CharityJob](#). Please submit your application no later than 18<sup>th</sup> February 2024.



AmplifyChange is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of vulnerable children and adults. All our employees are expected to share this commitment and abide by our Code of Ethics at all times.



 [amplifychange.org](https://amplifychange.org)



AmplifyChange



AmplifyChange



@amplifyfund



WeAmplifyChange

Photo: Young and Alive Initiative

