

Candidate Brief

Senior Programme Development Specialist Fixed Term Contract until December 2025

October 2024



Credit: CARE Niger/ Safoura Doby

Ladidi Sani has been a 'Village Agent' for the CARE instigated village savings and loans groups since 1997. As one of the first Village Agents in the Zinder region, she piloted the idea that women could help other women start groups...today there are more than 50 groups. When COVID-19 hit, Ladidi collected data about how women were responding to the crisis. "At the beginning I was sceptical since the collection took place on a smartphone, a tool that I am not used to using. I was given a smartphone and trained to use it, that helped me to raise awareness and inform the women of my commune." Ladidi's story is one of many inspiring examples of CARE's projects to advance gender equality.

Background Information

CARE International – a global organisation fighting global poverty

CARE International operates in more than 104 countries around the world. We run poverty-fighting programmes and deliver life-saving aid in 90 developing countries. This work is supported by global policy and advocacy work, fundraising, and programme management provided by CARE members in countries like the USA and the UK.

CARE's Vision 2030 is the Confederation's 10-year strategy. Gender justice is central to our work and we recognise that poverty cannot be eradicated and social justice achieved while gender inequality persists. Discrimination against women has negative implications for global security and development, economic performance, food security, health, climate adaptation and the environment, governance, and stability. CARE's 2030 goal is that 50 million people of all genders experience greater gender equality (particularly eliminating Gender Based Violence, and increasing women and girls' voice, leadership and education).

CARE's Vision 2030 also commits to doing the work of Antiracism. We know that to be anti-poverty is necessarily to be anti-racist. Critical listening and learning is integral to our approach and we are committed across the CARE Confederation to relinquishing power in the global north and strengthening the role of the global south. We place these principles at the heart of our work, from how we hire and promote, govern and lead, mobilise resources and partner.

CARE is non-religious and non-political, allowing us to deliver humanitarian and development assistance to anyone in need regardless of race, sex, gender identity or expression, ethnicity, age, disability, health condition or medical history, religion, political view or sexual orientation.

CARE International UK

Founded in 1985, CARE International UK is one of 16 full members of the [global CARE International confederation](#). We support the work of the confederation through programme support and expertise, fundraising, and global policy and advocacy work.



The Application and Recruitment Process

1. Guidance on Completing the Application Form

Please complete the online application form clearly and in full, demonstrating how your skills, knowledge and experience relate to the Job Description and Competencies required for the role. When completing the personal statement, please address the relevant criteria in the Person Specification and provide evidence to support your answers. We're interested in what you did and the outcome. You may wish to include experience, skills and knowledge you acquired inside and outside of formal employment including through education, volunteering and life experience.

We can only shortlist candidates based on information provided in the application form. A personal statement tailored to the specific requirements of the role is an integral part of this information. Please do not attach a CV as this will not be considered.

2. Guaranteed Interview Scheme and Reasonable Adjustments

As part of CARE International UK's commitment to being a disability confident employer (level 2) we use the Guaranteed Interview Scheme. The Scheme guarantees that all disabled applicants who meet the essential criteria for the role are invited to interview. If you wish to be considered under the Guaranteed Interview Scheme, please complete the relevant section in the online application form.

To ensure our recruitment processes are fair and inclusive reasonable adjustments can be accessed at any stage. If you require adjustments at the application stage, including a copy of the recruitment pack in large print or an alternative format please contact hrteam@careinternational.org. We proactively ask all applicants invited to interview if any adjustments to facilitate their attendance and participation.

3. Referees

Please provide details of at least two referees, covering a minimum of 5 years; one must be your current or most recent employer. Voluntary placement or educational referees are suitable in the absence of employment references or gaps in employment history.

References will only be taken up as part of pre-employment checks if you are offered the role.

4. Equalities Monitoring

CARE International UK is committed to building and valuing diverse teams and aims to provide an inclusive working environment that is free from unfair and unlawful discrimination. As part of this process, we monitor recruitment to help us understand who we are reaching, reduce inequalities and continually inform our policies and practices. Providing your equalities monitoring information is voluntary but we do encourage you to do it. The information you provide will be used for statistical purposes only, it is confidential and will not be shared with the selection panel.

5. Shortlisting

After the closing date, all applications will be reviewed by a shortlisting panel to determine how each candidate's skills, knowledge and experience relates to the Competencies required for the post (as outlined in the Job Description and Person Specification). Candidates who demonstrate in their application that they meet the job criteria will be invited for interview. Only information included in the application form will be considered when shortlisting.

6. Interviews

As part of the selection process, you may be asked to complete a written task during the interview process. You will then meet with a panel of three people who will ask you questions relevant to the role. This is your opportunity to expand on your application and demonstrate how you have the skills, knowledge and experience required for the role. At the end of the interview, you will have the

opportunity to ask the panel any questions you have about CARE International UK, the role and/or the terms and conditions of service.

7. Feedback

Unfortunately, resource constraints mean we cannot contact all candidates at the application stage. If you do not hear from us within 2 weeks of the closing date of the role, please assume on this occasion you have not been successful. We cannot provide feedback either on your application at this stage. Thank you for your interest in working with CARE International UK, we encourage you to keep an eye on our website for future vacancies.

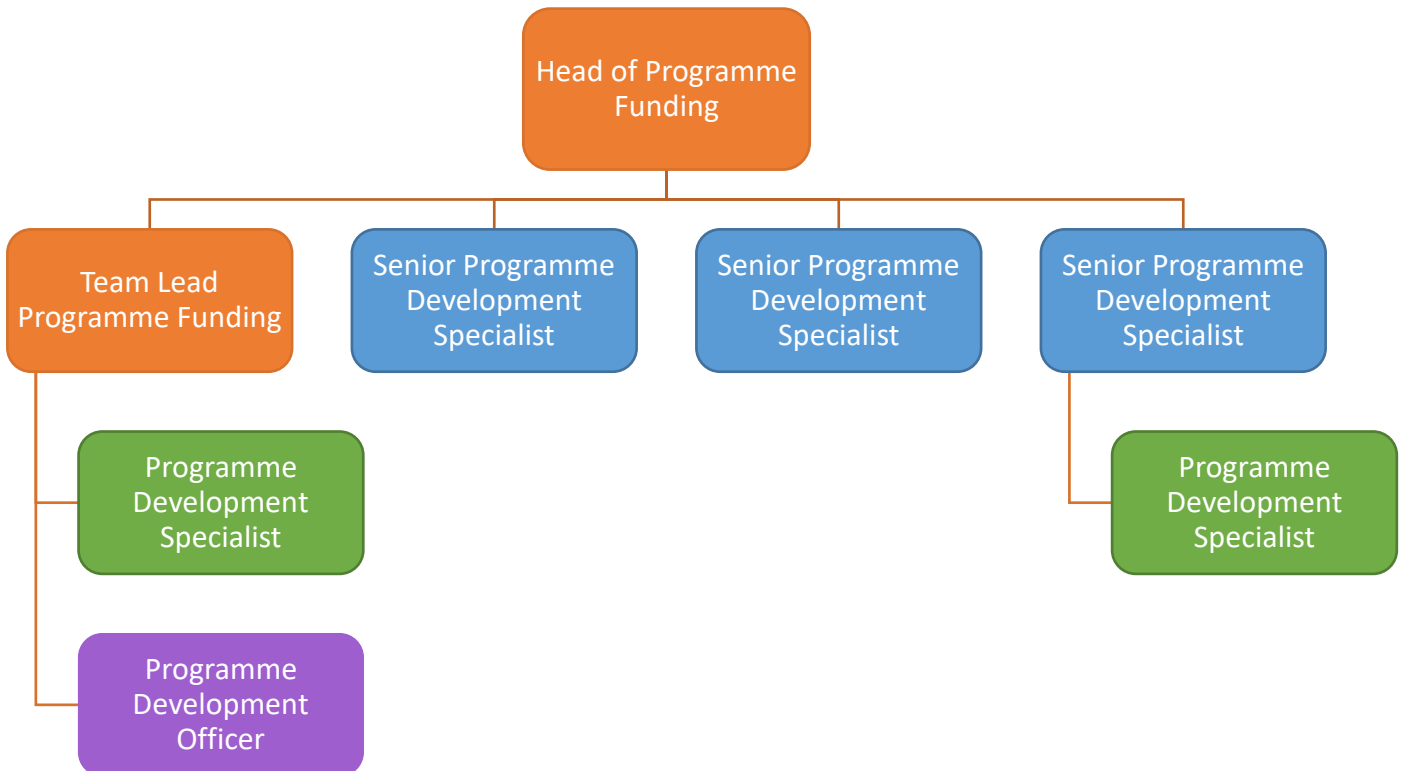
Candidates who are shortlisted for interview but not appointed will be informed of the outcome of their interview in writing. If requested, feedback will be provided.

CARE International UK (CIUK)
Job Description

1. Overview

Post Title:	Senior Programme Development Specialist
Directorate:	Programme Delivery Department
Team:	Programme Funding Team
Responsible to:	Head of Programme Funding
Accountable to:	Director of Programme Delivery
Base Location:	Vauxhall, London. Flexible working options will be available.
Line Management Responsibility:	Position may be managing a Programme Development Specialist. The position will manage short-term consultants.
Budgetary Responsibility:	None

Organogram



Job Summary

This is a post within the **Programme Funding Team**. The team shapes our restricted programme portfolio by securing funding from UK-based institutional donors, trusts and foundations, multilaterals and in some cases private sector donors.

As the Senior Programme Development Specialist, you will work in partnership with CARE country offices, national and international partners, finance colleagues, and technical advisory teams to identify, scope, bid for and secure new funding for programmes through both grant and commercial contract modalities. You will deliver a high-quality bidding process, submitting applications to funders such as FCDO, EC, DEC, START Fund, Education Cannot Wait, Jersey Overseas Aid Committee, and Power of Nutrition. You will build learning from existing CARE programmes into bid design and design programmes in line with CARE policies and standards, as well as donor standards. Candidates able to work in French are particularly encouraged to apply.

As a senior member of the team, you will be encouraged to share your experience of programme design and UK-based donors with other team members (including through line management opportunities). You will also be given a high degree of responsibility and autonomy to develop successful bids, including leading negotiations with internal and external partners. You will have the opportunity to lead complex consortia bids, including commercial contracts, and multi-country submissions.

2. Specific Areas of Responsibility

Funding Plans

- Work with colleagues from country offices and technical teams to scope opportunities from an early stage and identify and form strong partnerships (as both lead and sub).
- Take joint responsibility of the bidding budget and its effective use.
- Play a key role in the go/no go process – coordinating with technical teams and country offices to give the best advice to senior management.
- Contribute to regular pipeline meetings with CIUK colleagues and CARE's global technical teams.

Bid Production and Management

- Lead on the planning, production, and negotiation of bids to meet annual ambitious pipeline targets – this role will predominantly focus on the larger grants (£10m - £60m+) and commercial contracts. This may require deployment to Country Offices (less than 10% of the time).
- Follow, and contribute to the strengthening of, strong bid management processes so that CIUK's output is proactive, timely and to a high standard, meeting funder requirements – including giving enough time for senior management and the Board to engage with the design process and to sign off.
- Work with experts to design robust MEAL and Value for Money systems in alignment with CIUK core standards.
- Lead the design of robust payment by results systems that consider competitiveness, risk and achievability of results to ensure that CIUK does not lose money on commercial contracts of complex grants.
- Create consortia and ensure they are well set up and that collectively they achieve the objectives of the bid with clear divisions of labour.

- Manage consultants to support a bidding process and recruit key staff such as Chiefs of Party to support implementation.
- Write persuasive narratives, and lead on bid writing when necessary.
- Work with Programme Finance Specialists to deliver winning bid budgets (including fee-based budgets) which enable CARE to fully cost recover. This includes understanding cashflow and borrowing issues related to pre-payments.
- Provide support and guidance to Programme Development Specialists working on larger / more complex bids as needed.

Partnership, Negotiation and Analysis

- Contribute to CARE's aims to shift more power and resources to a country and local level, exploring new ways to provide programme funding support to country offices and partners that respond to our goals to decolonise the aid sector.
- Work collaboratively and productively with bid partners including consortium partners and CARE colleagues based in country offices, CIUK and global technical teams.
- Negotiate on behalf of CIUK (with partners and donors) to ensure CARE's scope of work and budget meet our align with our strategic priorities, build on CARE experience and approaches and meet CARE cost recovery needs.
- Help build CIUK's credentials as a prime contractor (commercial contracts).
- Proactively engage with donors and partners to build relationships and gather information.
- Share donor intelligence and feed into a process of learning and continuous improvement on bidding and key donors to achieve our desired growth and impact.

Be an effective team member

- Contribute towards the development of the team's annual operating plan and develop individual objectives. The post holder is required to be proactive about their own delivery and learning, and support staff that report to them / are part of their team.
- Contribute to annual budget development and regular reviews of team income and expenditure levels.
- Contribute to team and departmental meetings ensuring that information on specific funding opportunities is proactively shared.
- Support and provide cover for fellow team members as and when needed.
- Promote, support and follow the CARE International Protection from Sexual Exploitation and Abuse and Child Protection policy (PSEA) with any direct reports, the team and in day-to-day practice.

Any additional duties as may be reasonably required by a senior manager within the scope of the above.

3. Special features

Data Protection

The post holder hereby agrees not to disclose any confidential or sensitive information to a third party or outside organisation except where required to do so by law.

Health and Safety

The post holder agrees to abide by CARE International UK's Health and Safety principles and code of conduct and to take all reasonable steps to ensure both their own safety in the workplace or/and at home (when home based); as well as that of their colleagues.

Diversity and Inclusion Statement

CARE is committed to creating a diverse, inclusive, respectful and safe work environment where all persons are treated fairly, with dignity and respect. We are committed to dismantling harmful and oppressive structures of power and accordingly centre gender equity in our work to save lives, fight poverty and achieve social justice. The post holder agrees to promote and uphold these principles.

CARE International UK operates fair, transparent and non-discriminatory recruitment practices and actively encourages applications from candidates from a variety of backgrounds, and with a range of skills and experiences. We are particularly interested to hear from candidates from Black and minoritised communities, LGBT+ candidates and disabled candidates.

CARE International UK is a **disability confident** employer. As part of our commitment to disability inclusion we guarantee interviews to disabled candidates who meet the essential criteria for the role. To be considered under the Guaranteed Interview Scheme please complete the relevant section in the online application form. If at any stage of the recruitment process you require reasonable adjustments, including a copy of the recruitment pack in large print or an alternative format, please contact hrteam@careinternational.org.

Safeguarding

CARE International UK has a zero-tolerance approach to any harm to, or exploitation of, a vulnerable adult or a child by any of our staff, representatives or partners. Recruitment to all jobs in CARE International UK includes **criminal record checks** and the collection of relevant references. Safeguarding our beneficiaries is our top priority in everything we do.

Person Specification

The below competencies will be assessed at the indicated stage of the recruitment process: Application = A, Interview = I, Test = T, Presentation = P **When completing your personal statement please demonstrate how you meet the competencies assessed at application stage (A).**

Skills / Abilities	Excellent communication skills – with a particular emphasis on fluent English written skills and the ability to edit complex bids to meet funder requirements and gain high bid scores.	A, T
	Ability to work in French (Highly Desirable)	A
	An innovative and creative approach and the ability to match funder needs with organisational needs.	I, T
	The ability to contribute positively to a team and build positive relationships that will lead to successful outcomes.	I
	Strong analysis and numerical skills. Ability to incorporate Value for Money into bid design, review bid budgets and design payment by results systems.	A, I, T
	Excellent understanding of programme and organisational risk and ability to communicate, mitigate and manage those.	I, T
	Attention to detail alongside the ability to see the big picture.	I, T
	Problem solving, inclusive with a positive attitude.	I
	A positive collaborator and a dedicated team player.	I
Experience / Knowledge / Understanding	Proven success at leading and coordinating major (c.£10) million bids (ideally with FCDO and/or EU experience).	A, I
	Proven experience of establishing successful consortia.	A, I
	Experience of, and proven success at, developing commercial bids	A, I
	Significant contributions to multi-partner (consortia), multi-country bids.	A, I
	Understanding of how to lead programme design and add value to increase the win rate.	I, T
	Thorough understanding of FCDO procurement processes	A, I, T
	Strong understanding of MEAL processes	I
	Understanding of cashflow risk in relation to pre-payments.	I, T
	Experience building collaborative relationships with country offices and national partners and leading bid processes which shift more power and resources to a country and local level.	A, I
Overseas experience is highly desirable.	A, I	
Other	Some degree of international travel may be required, sometimes with short notice.	I
	A strong commitment to learning and development is important.	I

We expect all employees at CARE International UK to live and demonstrate our [Values](#).

Terms and Conditions

Salary:	£45,703 (Grade 6)
Working hours:	35 hours per week
Location:	Vauxhall, London. Flexible working options will be available.
Contract:	Fixed term – to 31 December 2025
Annual leave:	25 days per annum
Pension scheme:	3% employee contributions and 6% employer contributions via salary sacrifice

To see the full range of benefits offered upon joining CARE International UK, please click [here](#).

Other Information

In line with legal requirements and the **nature of CARE International UK's work**, this post is subject to:

- i. **Receipt of satisfactory written references**, covering a minimum of **5** years employment (without gaps), one of which must be from the current or most recent employer. Voluntary placement or educational referees are suitable in the absence of employment references or gaps in employment history. The reference request will specifically ask the referee about any safeguarding, performance or misconduct concerns. Note that CARE International UK participates in the **Inter Agency Misconduct Disclosure Scheme** (*** more details below**). References will be requested in accordance with that scheme.
- i. DBS check (Basic)
- ii. Bridger check (**** more details below**)
- iii. Evidence of the eligibility to work in the UK.

** In line with the **Inter Agency Misconduct Disclosure Scheme**, we will request information from your previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the you left employment. Full details of the scheme on <https://www.schr.info/the-misconduct-disclosure-scheme-old>*

*** A **Bridger Check** gives access to global sanctions and enforcement lists, Politically Exposed Persons coverage, profiled adverse media, and financial intelligence around Money Laundering/ Fraud Prevention. For more information on this check please review <https://risk.lexisnexis.com/products/bridger-insight-xg>*

For further information please visit

www.careinternational.org.uk

Twitter: @careintuk