



# Senior Programme Funding Officer

Cherie Blair Foundation for Women

Job pack, February 2024

Registered Charity No. 1125751.



Cherie Blair  
**FOUNDATION  
FOR WOMEN**



## About us

The Cherie Blair Foundation for Women exists to create a future where women everywhere enjoy equal economic opportunities so they can thrive. Together with partners around the world, we work with women in low and middle income countries so they can start, sustain and grow successful enterprises. We collaborate to create fairer business environments so women are not constrained by gendered barriers and can reach their potential on their terms.

Since 2008, our training and mentoring services have supported more than 250,000 women to build successful micro, small and medium enterprises in over 100 countries. By blending insights from research, strong partnerships and pioneering technology we open doors for women entrepreneurs to skills, confidence, networks, finance and markets. We press for change to stop millions of women being held back from having the choice and opportunity to thrive.

Our gender transformative approach means women can achieve their own economic objectives. They create a better future for themselves, their families, and their communities. They contribute to thriving, fair economies, and global economic justice.

## Ways to get in touch

[www.cherieblairfoundation.org](http://www.cherieblairfoundation.org)  
[recruitment@cherieblairfoundation.org](mailto:recruitment@cherieblairfoundation.org)

+44 (0)20 7724 3109  
PO Box 60519, London, W2 7JU

## Our team

The Foundation is run by a dedicated team of approx. 25 staff, overseen by a Board of eight trustees. Based in London, we have a global reach, working in collaboration with partners across Africa, the Middle East, Asia, Latin America and the Caribbean.

## What we do

We work to effect change through fairer and more inclusive business environments. The Foundation develops and delivers woman-centred services and initiatives that provide sustainable solutions to the challenges facing women entrepreneurs in low and middle income countries so that many more women are able to start, sustain and grow successful enterprises.

Working with our partners across the world we deliver programmes with women entrepreneurs. These are designed to build knowledge, skills, confidence, networks and access to resources at different stages of their businesses. As a result, entrepreneurs can transform their businesses and their futures. Our delivery partners are experienced entrepreneurship experts. They are essential to our work and support us to adapt our programmes to relevant local contexts.

- Our award-winning mobile business skills app, HerVenture, offers essential business training and support on-the-go, covering topics like launching a business, expanding market access, e-commerce and mobile money, for women at the start-up and early growth stages of entrepreneurship.
- We provide blended learning training to target key business development areas such as business growth, accessing finance and leadership through the “Road to” suite of programmes.
- Our Mentoring Women in Business programme matches women entrepreneurs with a dedicated professional mentor from elsewhere in the world. Using our online platform, they work one-to-one for 12 months to share new perspectives, build new skills and take their businesses to a whole new level.

Carrying out primary research and listening to first-hand experiences of women entrepreneurs is also a vital part of the work we do. We advocate for change to governments, multilateral organisations and corporations in order create more inclusive and fairer business environments.





## Our principles

**Women entrepreneurs at our heart:** Without women entrepreneurs we wouldn't exist, so it is vital we put their experiences, perspectives and passions at the heart of what we do and how we do it.

**Feminist first:** We proudly follow feminist leadership principles, building an inclusive environment where everyone feels they belong.

**Great to work with:** We care. We are experts. We always seek to deliver high-quality work and results. We are positive and professional, and always operate with integrity.

**Dynamic and entrepreneurial:** The essence of entrepreneurship is creativity and innovation. We harness this spirit of courage, embracing opportunities and making bold moves to achieve our mission.

**Powered by knowledge:** We seek data to understand and share. We nurture a culture of enquiry and positive challenge. We look outward and encourage dialogue and exchange.

## Our strategy

We're going to revolutionise business opportunities for more than one million women by 2030.

Our 'Ready for Business' strategy will see us significantly scale up our work to revolutionise business opportunities for one million more women entrepreneurs in low and middle income countries by 2030 and rapidly accelerate progress for women across the world.

With a global community of partners, donors and institutions, we will fight hard to ensure we contribute all we can towards the achievement of Sustainable Development Goal 5 on Gender Equality and Goal 8 on Decent Work and Economic Growth. This ambitious new strategy guides our work from 2023 to 2026, building on the success of our last strategy that saw us support over 100,000 women in just four years.

In order to reach one million women entrepreneurs and support them to start and grow successful businesses and drastically shift business ecosystems so they are fair and inclusive we will:

- Develop and deliver digital, women-centred services.
- Grow a network of delivery partners.
- Host a thriving community of expertise in women's entrepreneurship: sharing, learning, advocating for change and challenging the barriers facing women.
- Lead global advocacy to challenge the systems and structures holding women back from success.
- Create a membership community committed to funding our work so that women have the opportunities to fulfil their potential.
- Evolve our organisation to deliver more effective change.

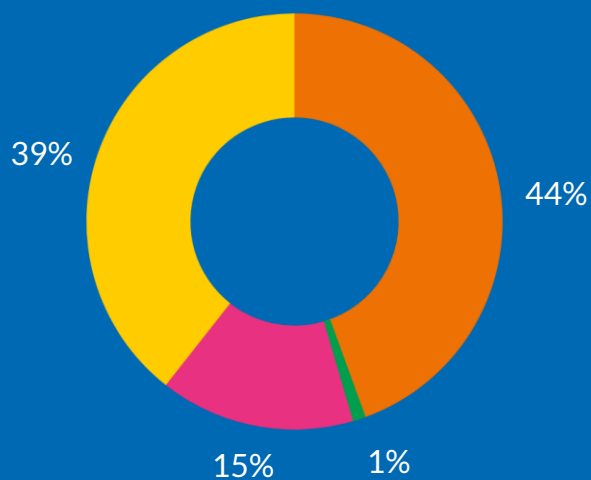
The resilience, drive and ingenuity of the women we work with inspires us to be unstoppable in our commitment to ensuring the economic rights of women everywhere are fulfilled. With this strategy, we believe we have put ourselves in the strongest possible position to achieve this.

## Our accounts in 2022

We believe in honesty and transparency when it comes to our funding and spending. We make our previous year's accounts available for all job candidates to see upfront.

### Income

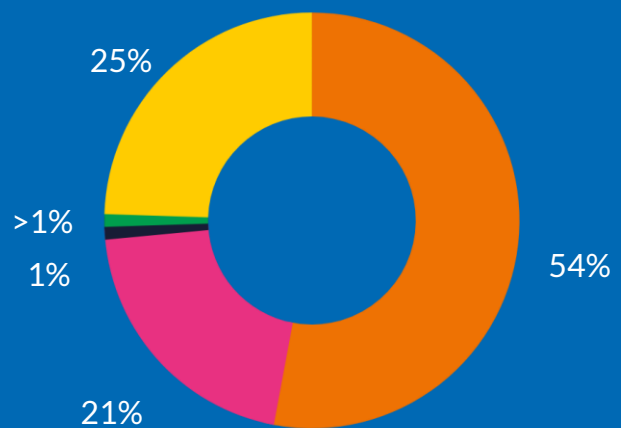
Our overall income in 2022 was £1,965,376. Unrestricted funding as a component of this was £774,215 and programme restricted funding was £1,191,161.



- Unrestricted donations and investments
- Entrepreneurships programmes
- Mentoring programme
- Advocacy projects

### Expenditure

Our total expenditure in 2022 was £2,089,070. Restricted expenditure as a component of this was £1,420,527.



- Fundraising
- Entrepreneurships programmes
- Mentoring programme
- Advocacy projects
- WEAVE project



## What we can offer you

- You will be entitled to a fantastic package of 28 days of annual leave (which includes three that must be taken during the festive break).
- You will be part of an organisation that values you. As a smaller organisation, we value everyone's individual perspective and voice and all team members are able to contribute to our strategic planning.
- We support skills sharing and learning, and provide a wide range of training and opportunities and team building activities.
- We have a positive, supportive and collaborative culture and leadership style. We encourage teamwork and open and honest communication, while maintaining a friendly and relaxed atmosphere where everyone can thrive.
- You'll have regular, one-on-one meetings with your line manager or director that focus on career and professional development as well as your personal wellbeing.

## Job description

<b>Role title:</b>	Senior Programme Funding Officer
<b>Responsible to:</b>	Head of Programme Funding
<b>Location:</b>	London based office, with hybrid working
<b>Salary:</b>	£29,007 - £33,649 dependant on experience
<b>Full/part time:</b>	Permanent full time (35h per week)

### Job overview

The Senior Programme Funding Officer will play a key role supporting the External Engagement department, particularly the Programme Funding team to identify, research, cultivate and apply to prospective corporates, trusts, foundations, and institutions (e.g. USAID). The role will also support cross team proposal development and team coordination. This is a dynamic and engaging position which offers the opportunity to develop specialisms in INGO fundraising practice.

This position reports directly to the Senior Fundraising Manager but will also directly support the Head of Programme Funding and wider Partnerships team with researching and preparing compelling proposal decks and funding applications. This position will support the delivery of bid development workplans and briefing materials. The post-holder will also provide oversight-support to departments for our CRM, and leading a cross-department team of CRM 'super users'. The role will also require travel and events coordination and support as needed.

Our ideal candidate will be a strong and clear communicator (written and verbal), be highly organised, have a keen eye for detail, and a desire to develop skills in fundraising. As a small and dynamic team, we work closely together to support each other to deliver our departmental goals. This means that you will need to be flexible and sometimes may be asked to carry out tasks outside of your formal job description.

### Department purpose

This role will sit in the External Engagement department. The External Engagement department is responsible for income generation, fundraising and development of strategic partnerships to drive the organisation's work and grow the Foundation, as well as our communications. This enables us to develop and deliver new and existing programmes and projects, as well as to have what we need to be a strong and effective organisation. The department is divided into three teams: the Programme Funding team, which focuses on restricted funding from companies, trusts, foundations and institutions, the Philanthropy team, which focuses on unrestricted funding from individuals, and the Communications team, which focuses on communicating our key messages to external audiences.



# Key responsibilities

## Key responsibilities

### Programme Funding research, stewardship and administrative support

- To support the Programme Funding team with donor prospect and proposal research.
- To lead on ensuring that the Department's folders and records are kept organised and clearly filed as per current filing structures and GDPR requirements.
- Ensure the Programme Funding team successfully steward funders and donors by tracking income and expenditure, supporting grant reporting, leading on invoicing and receipt processes.
- Ensuring coordinated planning and delivery of cross-organisation activities, where necessary.
- Scheduling and supporting on cross-team meetings.
- Drafting donor communications for the Head of Programmes, CEO, and our Founder as required such as emails, programme updates, and "Thank You's".
- Support the coordination of due diligence processes to ensure new donors comply with the Foundation's ethical policies.
- Support the preparation of programme funding proposals, including preparing internal documents in line with funders' requirements (for example drafting staff CVs and collating evidence of Foundation's track record and impact).
- Participate in external and internal meetings with other teams, such as with prospective donors, partners, Programmes, MEL and External Affairs teams, preparing agendas, recording meeting notes and circulating them promptly after each meeting.
- To prepare briefing documents for meetings, events and international trips.

### Team support & coordination

- To lead on database management for the Partnerships Team ensuring records are kept up to date and that the team maximises the benefits of the CRM.
- To coordinate the Foundation's use of our CRM by working with department leads to ensure inductions, ongoing training, snagging, policies and best practices are structured and regularly reviewed.
- Support cross team proposal development by gathering information from colleagues in the Programmes teams, clearly communicating and tracking and chasing deadlines, carrying out research to support the proposal, drafting sections of the proposal, proofreading and formatting.
- To support key, cross-organisation fundraising projects and practice with administration and technical support, for example providing logistics support for large scale events, supporting collating information for reports and strategic projects and providing logistical support for international trips.

*This job description is not an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.*

## Person specification

### Essential criteria:

- Administrative experience, ideally working in the Not for Profit or charity sector.
- A knowledge and interest of databases or a willingness to learn. Prior experience of using Raiser's Edge is an advantage.
- Excellent verbal, written and communication skills – you're able to use clear and effective communication to express ideas, request actions, and formulate plans.
- Strong organisational skills – able to plan, organise, prioritise and oversee activities to meet objectives and to support cross team working.
- Positive and resilient – you have a 'can do' attitude, you anticipate tasks, you're proactive and tolerant of a changing work environment.
- Research skills – able to use research and analysis to develop a strong understanding of the funding landscape in which the Foundation operates.
- Comfortable working in a fast-paced office environment.
- Microsoft suite proficiency.

### Desirable criteria:

- Experience working with a fundraising or partnerships team ideally within the Not for Profit Sector.
- Experience of living or working in another country or working in cross cultural international environments.
- Interest, knowledge or experience of working in charities, international development, or women's rights.

## How to apply

To apply, please submit the following documents:

- Covering letter addressing relevant experience for the role (two A4 pages max)
- Current CV (two A4 pages max)

Please send your application to: [recruitment@cherieblairfoundation.org](mailto:recruitment@cherieblairfoundation.org) by Monday 8<sup>th</sup> April, 9am GMT.

## Equality, diversity and accessibility statement

We are an intersectional feminist, anti-racist organisation. We value diversity and welcome applicants of all backgrounds and identities equally, regardless of age, race, ethnicity, gender, sexual orientation, transgender status, disability, religion or belief.

Please inform us if you have any access requirements that you would like us to make reasonable adjustments to accommodate should you be invited to interview.

## Job applicant privacy notice

### Data controller

The Cherie Blair Foundation for Women, PO Box 60519, London W2 7JU

As part of any recruitment process, the Cherie Blair Foundation for Women (the Foundation) collects and processes personal data relating to job applicants. The Foundation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### What information does the Foundation collect?

The Foundation collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you are disabled for which the Foundation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Foundation collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The Foundation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The Foundation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

### Why does the Foundation process personal data?

The Foundation needs to process data to assess your application during the recruitment process and prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the Foundation needs to process data to ensure that it is complying with its legal obligations. For example, it is a legal requirement to check a successful applicant's eligibility to work in the UK before employment starts.

The Foundation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Foundation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Foundation may also need to process data from job applicants to respond to and defend against legal claims.

Where the Foundation relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Foundation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Foundation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, the Foundation is obliged to seek information about criminal convictions and offences. Where the Foundation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The Foundation will not use your data for any purpose other than for recruitment of the job for which you have applied.

### How does the Foundation protect data?

The Foundation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

### Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process and IT staff if access to the data is necessary for the performance of their roles.

The Foundation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Foundation will then share your data with former employers to obtain references for you,



employment background check providers to obtain necessary background checks and, if a requirement of the role, with the Disclosure and Barring Service to obtain necessary criminal records checks. The Foundation will not transfer your data outside the European Economic Area.

### For how long does the Foundation keep data?

If your application for employment is unsuccessful, the Foundation will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period electronic data is deleted and paper copies destroyed by secure shredding.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

### Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Foundation to change incorrect or incomplete data;
- require the Foundation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing or you withdraw your application for employment;
- object to the processing of your data where the Foundation is relying on its legitimate interests as the legal ground for processing; and
- ask the Foundation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Foundation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact [enquiries@cherieblairfoundation.org](mailto:enquiries@cherieblairfoundation.org) stating 'SUBJECT ACCESS REQUEST'

If you believe that the Foundation has not complied with your data protection rights, you can complain to the Information Commissioner.

### What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Foundation during the recruitment process. However, if you do not provide the information, the Foundation may not be able to process your application properly or at all.

### Automated decision-making

Recruitment processes are not based on automated decision-making.



# Thank you for your interest!

Please contact [recruitment@cherieblairfoundation.org](mailto:recruitment@cherieblairfoundation.org) with any questions.



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