



HEAD OF PROGRAMME FUNDING

(maternity cover)



JOIN THE TEAM!

Action Against Hunger is building a world where no one dies from hunger. Life-threatening hunger is predictable, preventable and treatable, so a world without it is possible.

We tackle it where it hits and lead research to stop it. We work relentlessly to save lives and to create a world free from hunger.

We stop life-threatening hunger in its tracks. By training parents and healthcare workers to spot the signs, we get life-saving care to people who need it. Our research drives forward understanding of how to predict, prevent and treat life-threatening hunger. With unbeatable knowledge and unstoppable determination, we're taking action against hunger

WE HAVE THREE ORGANISATIONAL VALUES:

1. We work in partnership
2. We are trusted experts
3. We are unstoppable changemakers

If you want to be part of this mission and if you share our values, come and join us.

We welcome applications from all sections of the community and we encourage as broad a range of candidates as possible. If you need any additional support to help you through this process, please let us know by sending an email to jobs@actionagainsthunger.org.uk

CHECK OUT OUR SOCIAL CHANNELS:



AAH_UK



Action Against Hunger UK



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ROLE DETAILS

Job title:	Head of Programme Funding (Maternity Cover)
Grade:	PO7
Department:	Operations
Reports to:	Director of Operations
Job location:	Two days at our office in Greenwich London, with the ability to work up to 3 days from home
Duration:	Fixed Term- maternity leave cover
Hours:	37.5 per week
Salary band:	£58,494 - £63,149

JOB PURPOSE

The Head of Programme Funding will manage and provide strong leadership to a dynamic team of six who support the Action Against Hunger Network to position for, access and deliver programmes with UK institutional funding, in line with the International Strategic Plan 3 (2021-5). Key donors include FCDO, DEC, Start Fund, Power of Nutrition and ELRHA.

The post holder will strengthen and expand the programme funding portfolio through the implementation of our 5-year Programme Funding Strategy and UK Government Engagement Strategy, ensuring our global Network secure and manage UK Aid and other UK funding, engaging with the UK Government and wider sector. Working closely with key stakeholders across Action Against Hunger UK, the post holder will bring a strategic and tactical approach to engagement and positioning which combines our UK and Global priorities to those of our important funding stakeholders – not least the UK Government at National, regional and local levels. The post holder will also seek to diversify our programme funding portfolio through expanding commercial contracts, climate change programming and the identification and support of funding opportunities for Nutrition, MEAL, Advocacy and UK Programme teams.

The post holder will engage positively and effectively with the Action Against Hunger Network, representing the UK at the International Donor Relations Unit (IDRU) within the Network. They will act as a key focal point for both programmatic insight from the Network as well as insight from the donor community and being able to capitalise on this important role. Within Action Against Hunger UK, they will work supportively and complementarily with our Nutrition and MEAL expertise providers as well as our Advocacy team and Fundraising department.

KEY DUTIES AND RESPONSIBILITIES

So how will you do this? You will work at an operational, tactical, and strategic level – making the most of the links between funders strategies and the Action Against Hunger’s network own strategy and trends we observe. You’ll be proactive, bring a fresh perspective and innovative ideas, and bring a positive, ‘can do’ attitude.

Provide proactive donor engagement with key UK stakeholders:

- You’ll work as a collaborative member of the Action Against Hunger International Donor Relations Unit (IDRU) and Network to maximise the potential for a strategic global approach to fundraising, develop good practice and tools, and share learning.
- You’ll have a key role in increasing the visibility of Action Against Hunger within the sector and positioning us as a ‘go-to’ expert. You’ll work alongside the Heads of Advocacy, Communications and Nutrition, with support from the Director of Operations, to implement an Engagement Strategy to achieve this.
- In collaboration with Network colleagues, support strategic engagement with key UK donors including FCDO, DEC, the Start Network, ELRHA and DEFRA. Represent Action Against Hunger at relevant meetings with the UK Government, partners, agencies, events, or forums.
- Provide support to the programme contact, within Operations, for the DEC and Start on emergencies, programmatic issues, appeals and potential funding allocations.

Secure funding opportunities from the UK Government and other key institutional funders:

- You’ll strengthen and expand the programme funding portfolio through the implementation of a programme funding strategy, with particular focus on the UK Government.
- You’ll not just manage a pipeline of opportunities but support the network to actively shape and influence calls and preposition Action Against Hunger for key opportunities including building strategic partnerships with other INGOs/fund managers/private sector partners.
- Provide support to the Network in developing strategic and quality proposals/bids to achieve high success rates, ensuring donor compliance throughout.
- Support the Network in negotiating and signing contracts with the donor and/or consortium partners.
- Work closely with other Action Against Hunger teams in the UK (Advocacy, MEAL, Nutrition team, UK Programme, and Trusts and Foundations team) to identify, secure and manage restricted programme funds.

Ensure Action Against Hunger’s reputation:

- You’ll work closely with Action Against Hunger’s staff (global, regional, national level, including operational, finance, technical staff) to understand and manage their contractual obligations.
- Ensure compliance with donor requirements, grant/contract management, reporting processes and outputs, and negotiations with the donor / consortium partners for any issues or revisions.

Be a team player and effective leader:

- You’ll lead and manage the UK Programme Funding Team (including direct report of 4 staff) to deliver on the International Strategic Plan 3, UK Strategy, UK Annual Action Plan, Programme Funding Strategy, and UK Government Engagement Strategy. This includes performance management of the team against action plans.
- Manage the team annual budget and provide accurate forecasting of income and expenditure.
- Play a key role in the leadership of the UK Operations Department, including

mentoring staff within the department.

- Be an active member of the Senior Leadership Team (SLT) within Action Against Hunger UK, leading and supporting key cross-organisational priorities.

The above list of key duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

The job involves working within broad practice or guidelines and using discretion and initiative over a broad area of activity, with little access to more senior management. The job is subject to managerial direction.

The work will involve international travel in line with our Environmental Framework. And finally, you'll need to adhere to our Code of Conduct and organisational policies and protocols.

PERSON SPECIFICATION

EXPERIENCE REQUIRED

ESSENTIAL

- Significant demonstrative experience of working in the humanitarian sector and good understanding of humanitarian principles and current sectoral issues.
- Proven experience in project/programme development, knowledge of project management cycle, logic frameworks, pipeline development and proposal development and developing processes to support these. Strong business and fundraising acumen.
- Experience in line management and team management, including remote workers.
- Experience of developing and managing team budgets including income and expenditure forecasts.
- Strong grant/contract management credentials including financial and operational management, reporting, and incident reporting and developing processes to support these.
- Significant prior experience of working with UK donors, particularly FCDO and strong knowledge of FCDO policies, mechanisms and processes.
- Demonstrable experience in strategic planning, strategy implementation, change management and in organizational development and growth.
- Demonstrable skills in proactively creating, establishing and negotiating strong relationships with a variety of internal and external stakeholders (UK team, UK government, partners, donors, iDRU, Network).
- Ability to communicate (in written form or orally) clearly and succinctly for a range of audiences.
- Experience working in consortia and networks.
- High proficiency working with MS Office Suite.
- Strong track record of initiative, transparency and accountability.
- A demonstrable personal and professional commitment to uphold the principles and practices in relation to equality, diversity and inclusion.

DESIRABLE

- An understanding and awareness of policy development and how Programme Funding and Advocacy work together.
- Ability to design and conduct trainings.
- Beneficial additional languages: French, Spanish.
- Specific training in risk and/or compliance.

THE BENEFITS

You're likely to be joining us because you're as passionate about the cause as we are. But since you're here, here are some more great reasons to work with us:

- we're all about work-life balance and are flexible so you can manage work around your needs
- we'll enrol you in our pension scheme, contribute 6% to it every month and give you free Group Life Cover, if you put in at least 4%
- interest-free season ticket and personal loans (subject to eligibility)
- payroll giving scheme
- ride-to-work scheme
- private medical insurance
- free health cashback scheme, including dentist and optician appointments
- discounted gym and health club membership
- online shopping discount scheme
- annual staff recognition awards with gift voucher prizes
- employee advice line – free confidential access to financial and legal advisors
- telephone and online counselling sessions
- organisational sick pay – starting at four weeks full pay plus two weeks half pay, increasing with service
- 25 days holiday plus eight bank holidays, increasing with service after two years. You can also buy up to five extra days of annual leave each year
- enhanced maternity and paternity pay
- up to five days paid carers' leave
- up to 24 hours paid leave per year for employer-supported volunteering
- we operate an incremental pay structure. It's our policy to offer successful candidates the bottom of the advertised range. But if a candidate can demonstrate their current or most recent salary is higher, we'll increase our offer within the advertised range.

“MUNIRA WAS VERY SICK. BUT NOW, I AM SO HAPPY, SHE RUNS AROUND AND PLAYS.

“ACTION AGAINST HUNGER HAS HELPED US A LOT.”

- Medina, Somalia

