

Job Description

Job Title:	Institutional Funding: Advisor
Job Location:	UK, or a Sightsavers programme country
Reports to:	Institutional Funding: Senior Advisor
Department:	Policy and Strategic Programme Support (PS2)

Introduction to Sightsavers

Working across more than 30 countries globally, Sightsavers is dedicated to eliminating avoidable blindness and empowering people with disabilities to participate fully in society. Our mission is to bring effective and innovative solutions that enhance diversity, equity, and inclusion in health, education, and employment programmes and we lead on the elimination of debilitating neglected tropical diseases.

- We design inclusive policies and deliver innovative programmes, to ensure no-one is left behind.
- We address the double barriers faced by women and girls with disabilities, ensuring their voices are heard.
- We empower our partners – particularly Organisations of People with Disabilities - through effective capacity building, to engage in policy making and decision making
- Our campaigns and advocacy for the rights of people with disabilities catalyses transformative change for marginalised groups and drives societal change.
- Our approach is to strengthen national systems, to deliver sustainable health, education and livelihood services.
- Our programmes are based on a thorough body of evidence on what works, and our research informs global debates.

Financial Support

Sightsavers has an organisational income of approximately £120 million per year, with half of that coming from Institutional Funding sources. We receive support from a diverse range of donors, including FCDO, Irish Aid, EC, USAID, GIZ, The Gates Foundation, the Children's Investment Fund, Conrad N. Hilton Foundation, Standard Chartered Bank, and UNICEF, among others.

Job Purpose:

To be responsible for supporting and maintaining institutional donor relationships, both directly and in support of other members of the Institutional Funding team. This includes working with the Institutional Funding Senior Advisor in directly managing existing funding agreements and in leading on the development of new funding relationships for the team.

Principal Accountabilities:

1. **Bid Development:** Working with other members of the team, support the implementation of the overall global institutional funding strategy through direct involvement in the coordination of proposal writing (30% of time).

2. **Building strategic relationships:** Support the Institutional Funding Senior Advisor in the development of new donor relationships, including taking up the role of country lead and supporting donor engagement .This includes networking within INGOs networks to gather intelligence and build relationships with other INGOs (30% of time)
3. **Contract management –** manage contracts and grants for agreed Sightsavers' projects. (30% of the time)
4. **Learning and continuous improvement** Contribute to team, departmental and wider organisational systems development and initiatives (10%)

The principal accountabilities are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

Jobholder Entry Requirements - *the essential knowledge, skills and behaviours required*

Knowledge (Education & Related Experience):

- Educated to at least degree level, preferably in an international development-related subject, or relevant working experience.
- Demonstrable experience of working with institutional donors, preferably including bilaterals, multilaterals or large scale foundations.
- Strong knowledge of current international development issues.
- Experience of producing applications and reports.
- Experience of producing management information.

Skills (Special Training or Competence):

- Good research skills.
- Good proposal development and writing skills
- Good understanding of budgets and financial data.
- Good IT skills including digital media.
- Excellent written and verbal communication skills.
- Able to travel up to 4 weeks internationally per year.
- An understanding of and commitment to equality of opportunity for disabled people.

Core Behaviours:

- Communicating & Influencing
- Team Working
- Planning & Organising
- Change & Improvement
- Decision Making
- Delivery and Implementation

Key Relationships

Internal:

Institutional Funding Team

Country/Regional Directors
Performance, Planning and Reporting Team

External:
Other INGOs, donors