

Job Title:	Global Programmes Assistant
Department:	International Programmes Development
Location:	London, UK
Reports to:	Global Programmes Manager
Line Management Responsibility:	None
Budgetary Responsibility:	None
Child Safeguarding level:	<p>We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.</p> <p>Therefore, this post is subject to a range of vetting checks including a criminal records disclosure, DBS, or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required.</p>

Job Purpose:

The International Programmes Department (IPD) is a busy, multi-functional team at the heart of the work of Muslim Aid in the UK and internationally. The Global Programmes Assistant reports directly to the Global Programmes Manager and will primarily be responsible for providing support functions to the International Programmes team. The role requires excellent organisational, teamwork and numeracy skills, to work with key stakeholders to ensure an effective, efficient and quality delivery of development and emergency response programmes. The Global Programmes Assistant also supports the administrative work of the department, including the preparation and tracking of project payments, and maintaining partner due diligence records.

Key Accountabilities:

Admin:

1. Provide programme and administrative assistance to Country Programmes and Programmes Partnerships teams as required including support with the development and production of project proposals.
2. Responsible for updating and maintaining the Project Tracker and SharePoint site.
3. Maintain soft (and if required hard copies of) programme files, provide filing assistance to the team and support archiving.
4. Ensure the timely submission of quarterly and completion reports, and support the review of seasonal and small-medium project reports as delegated by Country Programmes and Programmes Partnerships teams
5. Maintain and review the report supporting documents including field reports, financial evidence, centrally agreed documents, media and case studies.
6. Lead on collecting and preparing due diligence files for implementing partners, and ensuring relevant records are up to date in line with Muslim Aid's Due Diligence Policy.
7. Provide administrative and other practical support to the delivery of existing programmes.
8. Support the development of IPD wide administrative systems.

9. Lead on drafting and circulating meeting agendas, attending meetings, and note taking, circulating minutes and papers to the department.
10. Support on administrative needs for programme events such as workshops and training.
11. Compile and produce regular content from across the department for external and internal stakeholders.
12. To coordinate response to external enquiries and monitoring/analysing traffic to the department to develop most suitable approaches to material dissemination.
13. Support the sharing of key programme documents internally within IPD, with other departments and between Country Offices.

Other

14. To ensure all records are maintained and stored appropriately in line with MA document management and IT policies.
15. To comply with all policies, procedures, legal and regulatory requirements.
16. Any other duties commensurate with the accountabilities of the post.
17. Represent Muslim Aid at external networking groups and other meetings as required.

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Person Specification		
	Essential / Desirable	Assessment Stage
Qualifications:		
Degree level or equivalent education	Desirable	Application
Experience & Knowledge:		
Previous experience of working within a Programme Support/administrative role.	Desirable	Application and Interview
Experience of working with budgets and/or processing payments	Essential	Application and Interview
Knowledge and understanding of due diligence	Desirable	Application and Interview
Knowledge of issues around International Development and/or Humanitarianism	Essential	Application and Interview
Knowledge of issues around safeguarding	Desirable	Application and Interview
Skills & Abilities:		
Excellent communication and interpersonal skills with the ability to liaise with a variety of stakeholders and employees at all levels.	Essential	Application and Interview
Strong numeracy and literacy skills.	Essential	Application and Interview
High degree of organisational and time management skills.	Essential	Application and Interview
Skills in data management, analysis and reporting skills including preparing, updating and presenting reports, with a keen eye for detail and accuracy.	Essential	Application and Interview
Proficiency in Microsoft Office applications and the ability to learn and utilise any software adopted by Muslim Aid.	Essential	Application and Interview
Ability to work unsociable hours during peak times	Essential	Application and Interview
Ability to work under pressure, be proactive and work on own initiative	Essential	Application and Interview
Ability to work in a systematic and methodical manner	Essential	Application and Interview
Ability to compile data for reports	Essential	Application and Interview
Commitments:		
Commitment to Muslim Aid's mission, visions and values.	Essential	
Commitment to Muslim Aid's ethos.	Essential	
Commitment to equality of opportunity and diversity.	Essential	
Commitment to Muslim Aid's Global Safeguarding Policy	Essential	

You will display the competencies below :

Competencies	Definition
Team working	Co-operates with and respect colleagues to exceed up and beyond individual efforts.
Communication	The ability to listen, express and communicate information effectively.
Performance Management	Delivery of organisation objectives through effective setting of SMART personal goals and team goals.
Results Focused	Getting the job done in an efficient way through effective time, task and financial management.
Leadership	Inspiring, supporting and developing others to achieve outstanding levels of performance.
Innovation & Continuous Improvement	Constantly seeking to improve the way business is done through analysis, creativity, problem solving and change initiatives.

Please signify your acceptance of this job description by signing below and returning a copy to HR

Employee Signature:		Employee Name:		Date:	
Line Manager Signature:		Line Manager Name:		Date:	

