

Job Description

Job Title:	Programmes Officer
Team:	Development
Hours:	Full time 35 hours per week
Salary:	£30,000 - £33,000
Contract Length:	Permanent
Reporting to:	Acting Head of Literacy & Strategic Partnerships

Mothers' Union is a global Christian movement working with people of all faiths and none to develop communities, strengthen families and advocate for change. Our members are active in 83 countries and work tirelessly to serve their communities to build a future where everyone thrives.

Founded in 1876, Mothers' Union is a women-led volunteer movement, with a membership of 4 million people around the world, 36,000 of whom live in the UK and Ireland. Based on Christian fellowship, members express their faith through action in their local communities, aiming to create a world where every individual can reach their full potential, by stopping poverty, injustice and violence.

Why work for us

Mothers' Union is committed to supporting international development initiatives that empower communities and improve lives. We work in three key areas, Gender, peace and safety and livelihoods, and use the asset based community led approach . We are looking for a dedicated Programme Officer to run a small portfolio of projects and support our project management system. This role will also be crucial in helping our Programme Managers by taking on routine tasks and ensuring the smooth and strategic operation of both new and existing projects.

Job Summary

The Programmes Officer will play a key role in supporting the entire project management process within the organisation, whilst taking the lead with a small portfolio of projects, from assisting with the application for new projects, to the reporting and follow-up of ongoing projects and programmes,. This position requires some basic programme management experience, excellent organizational skills, attention to detail, and the ability to work collaboratively with the team. It is a great opportunity for an individual to build on existing programme experience.

Key Responsibilities

Project/programme Support

- Support new applications to the project management system.
- Work closely with partners to refine project ideas.
- Manage a portfolio of similar projects.

Reporting and Monitoring

- Liaise with in region Programme teams to accompany them with organisation deadlines and follow up to ensure timely submission of narrative reports and expenditure budgets, to the required quality.
- Review narrative and financial reports, providing feedback.
- Maintain accurate records of financial transfers and receipts, ensuring alignment with the budget and reporting requirements.
- Coordinate with other team members to ensure that all project documentation meets organizational standards and donor requirements.

Communication

- Gather stories, photos, and other relevant content for the resource hub and contribute to articles for social media and internal publications.

Administrative Support

- Arrange quarterly and six-monthly bank transfers to programme accounts based on approved budgets and reports.
- Assist in supporting staff and partners on the project management system and related processes.
- Provide general administrative support to the programme management team as needed.

Qualifications and Experience

Required

- Bachelor's degree in International Development, Project Management, or a related field.
- Experience in a project support or junior project management role.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office, particularly Word and Excel.

Desirable

- Pre existing experience in one of our key areas, GBV, Livelihoods or Peace and safety.
- Experience working with faith-based organizations.
- Comfortable working in a Christian environment
- Understanding of international development processes and systems.

Personal Attributes

- Ability to work independently and collaboratively within a team.
- Strong interpersonal skills, with the ability to work effectively with diverse stakeholders.
- Commitment to the values and mission of Mothers' Union.

Benefits

- 25 days of annual leave (full time) plus up to 4 days of leave (full time) given at the discretion of Mothers' Union.
- Employer pension contribution of 6.5%.
- Enhanced maternity, paternity and adoption pay.
- Two volunteering days per calendar year.
- One away day per calendar year.
- Enhanced sick pay.
- Bereavement leave & Compassionate leave
- Season ticket loan.
- Cycle to work scheme.
- Employee assistance programme.
- Eye care voucher and an allowance towards glasses.

Work Location/Hybrid Working Pattern

This role will be based at our Head Office in central London. Mothers' Union operates a hybrid working model. Staff are required to work an aggregate minimum of 90 days per calendar year (pro rata for part timers) at our Head Office, Mary Sumner House in central London. Tuesdays are our anchor days where every staff member is expected to be at the office. The 90 days includes anchor Tuesdays. In addition, Thursday is a core working day where part time staff are expected to work, either at home or from the office as needed.

How to Apply

If you are interested in this position, please apply by sending your **CV and a Cover Letter via Charity Job**. The Cover Letter should clearly outline how your skills match the main responsibilities of the role. Please note – only applications with a cover letter, alongside a CV, will be considered.

Application Deadline

The closing date for applications is **27 September 2024**. Due to the number of applications we may receive, we will not be able to individually respond to each applicant. Kindly note, we will only be getting in touch with the applicants shortlisted for an interview. We aim to get in touch with the shortlisted candidates after the application deadline.

Equal Opportunity

Mothers' Union is an Equal Opportunity Employer. We celebrate diversity and are committed to create an inclusive environment for all employees.