

Job Title:	UK Programmes Officer
Department:	International Programmes Department
Location:	London, Hybrid
Reports to:	UK Programmes Manager
Line Management responsibility:	Volunteers
Budgetary Responsibility:	Spend Tracking
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 UK Programmes Officer will provide a mixture of administration and project support to the UK Programmes Manager. The role will primarily focus on project document collation, identifying funding opportunities, outreach events and UK organisations that Muslim Aid (MA) can partner in support of our strategy. The role will also oversee the delivery of planned projects ensuring timelines are adhered to within the Muslim Aid thematic areas: Emergencies, Livelihoods, Housing, Health, Education. Focus projects for UK Programmes which the UK Programmes Officer with play a key role are: Winterisation, Ramadan, Qurbani and Food Assistance.

Key Accountabilities:

1. Collaborate with the UK Programmes Manager to develop ideas into executable projects in line with the workplan.
2. Identify UK funding opportunities and their viability for grant distribution that align with MA's thematic areas and governance requirements.
3. Collect all project documentation and store in line with compliance requirements.
4. Oversee the coordination of project implementation plans and monitor deliverables, following up with stakeholders to ensure they remain on time.
5. Track project expenditures highlighting possibilities of over/underspend to budget holder.
6. Ensure all policies, practices and procedures are followed in implementation of all projects.
7. Monitor deliver vs milestones and ensure that remedial action is taken in the event of any discrepancies.
8. Collate all correspondence and reports for review in line with project requirements.
9. Organise a calendar of events and advise on the best MA representatives to attend that will increase the organisations funding opportunities.
10. Recommend updates to project/implementation planning processes following government policy changes.
11. Analyse government institutions and relevant bodies research, reports and statistics to enhance UK Programmes and strategy.
12. Ensure all records are maintained and stored appropriately in line with MA document management and IT policies.
13. Comply with all policies, procedures, legal and regulatory requirements.
14. Any other duties commensurate with the accountabilities of the post.
15. This position requires at least 30% UK travel per year.

Person Specification		
	Essential / Desirable	Assessment Stage
Qualifications:		
Educated to Bachelor's degree level.	Essential	Application and Interview
Experience & Knowledge:		
Understanding of development programmes design, implementation and evaluation.	Essential	Application and Interview
Experience of successfully fundraising and dealing with institutional donors.	Desirable	Interview
Experience in monitoring programmes; using research in support of programme development.	Essential	Application and Interview
Experience and knowledge of budgetary controls and grant management.	Desirable	Application and Interview
Knowledge of Sustainable Development Goals and their relevance.	Desirable	Application and Interview
Skills & Abilities:		
Interpersonal and communication skills with the ability to work effectively with diverse stakeholders and team members.	Essential	Application and Interview
Organisation and project coordination skills.	Essential	Application and Interview
Adaptable to changing deadlines and priorities.	Essential	Application and Interview
Articulate and knowledgeable in presenting information in networking environments	Essential	Interview
Ability to work under pressure and on own initiative.	Essential	Application and Interview
Willingness to travel in the UK at very short notice.	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:	