

## Job Description

- Job title:** Project Officer
- Salary:** £34,000 - £37,500 (subject to experience)
- Hours:** 40 hours per week, including an hour for lunch
- Contract:** Full time, 12 months fixed term contract, with opportunity for extension.
- Department:** Ocean Campaign Team (80% plastics, 20% marine wildlife)
- Report to:** Ocean Campaign Lead
- Location:** London Islington hybrid arrangement (at least 2 days in the office, more expected during probation and induction period)

### Role Purpose

The key responsibilities will include Project coordination, coordinating financial information, monitoring campaign activities, assisting with donor reporting and proposal writing, engaging with and coordinating EIA team members in planning, delivery and performance tracking, liaising with external stakeholders including donors and advocacy partners, supporting with the production of campaign and communication materials and providing support for organising workshops and events.

## Key areas of responsibility

### Finance

- Assist with budgets for all project-related activities, complete reconciliations and accurately reporting expenditure during trips
- Collaborate with Finance to support on campaign budget performance and donor expenditure
- Support day-to-day financial processes, including preparing reports, processing invoices and responding to internal queries.
- Prepare and distribute monthly budget updates
- Track expenditure, ensure it is allowable under the campaign grant conditions and conforms with the terms of the various grant agreements
- Support with preparing budget forecasts, updates and maintain trackers
- Ensure timely and compliant processing of payments to consultants and partners
- Maintain accurate financial records, ensuring documentation is complete and compliant with audit requirements.

### **Strategic Planning**

- Contribute to the development of annual campaign plans and support in development of strategic goals, KPIs and budgets
- Contribute to the production and delivery of strategies as part of an integrated planning process involving all departments
- Participate in the development of work streams and business plans
- Assist in the production and delivery of campaign strategies through an integrated planning process involving all departments

### **Operational Management**

- Support operational delivery and logistical support of campaign/department activities through scheduling, logistics and administration.
- Support preparation of reports and campaign materials
- Support procurement, bookings and document processing to keep delivery on track.
- Keep grant calendars up to date
- Participate in and coordinate logistics and follow up for project meetings, workshops or events.
- Ensure effective collaboration, not just within your team but across other campaigns and functions

### **Campaigning**

- Participate in campaigning and research activities as required
- Participate in and coordinate logistics and follow up for project meetings, workshops or events. Coordinate with other members of the team to deliver campaign activities
- Support project tracking and delivery, ensuring milestones and deliverables are being met in line with grant and strategic requirements

### **Partnership**

- Ensure up-to-date campaigns network files are maintained and available to the team
- Support partner coordination and contractor relationships, as appropriate, ensuring reporting and deliverables are timely, compliant and aligned with campaign goals

## **Donor Management**

- Liaise with internal teams and project partners to identify fundraising opportunities, gather information and ensure smooth communication, escalating issues where needed.
- Provide support across all donor reporting, funding proposal development coordination, campaign planning, and partner/departmental coordination, including drafting materials and maintaining workplans.
- Assist with preparation of contracts for and manage sub-grants for partners and/or consultants, in particular ensuring donor and financial compliance and best practice grant management
- Assist with narrative reporting and preparing budget sections of grant applications, ensuring strategic alignment and measurable outcomes
- Assist with preparation of contracts for and manage sub-grants for partners and/or consultants, in particular ensuring donor and financial compliance and best practice grant management Participate in other fundraising activities as required

## **Communications**

- Manage design, translation and printing of project materials, acting as main or first point of contact for requests to the Communications department
- Write up meeting notes and circulate to the relevant teams
- Liaising with other Project Officers and departments to ensure effective communication and collaboration across all functions
- Support media monitoring and content collation

## **Monitoring and Evaluation**

- Ensure campaign materials, including video files, stills and reports, are organised and accessible through EIA's information management systems
- Maintain comprehensive and organised records of campaign activities, financial information, contacts and historic archives
- Collect, analyse and manage data and information for assessing project progress in line with the project strategy
- Contribute to MEL framework implementation, organisation-wide protocols, and facilitate quarterly reviews
- In coordination with the Campaign Lead, conduct internal learning reviews and adapt campaign approaches based on evidence and results

## Person Specification

### **Essential experience and competencies**

- Proven experience maintaining project budgets, conducting financial analysis, and ensuring donor compliance in a non-profit or international development context.
- Experience assisting with the development of funding proposals, and liaise with donors.
- Experience contributing to strategic planning processes and coordinating multi-stakeholder campaign activities.
- Proficiency in Microsoft 365, SharePoint, and project management tools (e.g., Asana, Trello, Smartsheet)
- Experience managing external partners and contractors, including contracts, deliverables, and sub-grant compliance
- Strong interpersonal and stakeholder management skills, with experience building effective relationships across diverse teams, partners and donors
- Strong knowledge or interest in the campaign subject
- Experience in assisting with funding from charitable foundations and statutory sources
- Able to perform satisfactorily in a pressurised environment
- Broad education and excellent verbal and written communication skills in English.
- Strong organisational skills (information and data management, planning etc.)
- Effective at identifying, analysing and resolving complex problems with practical solutions
- Able to demonstrate initiative and collaborative decision making
- Able to work flexibly and under pressure, juggling multiple activities and effectively prioritise workload
- Able to develop effective relationships with a wide range of partners, stakeholders and team members and promote teamwork
- Prepared to take ownership and hold yourself accountable for the duties that you are responsible for
- Committed to the pursuit of EIA UK's values and goals.

### **Additional Desirable Skills / Competencies:**

- Experience implementing MEL frameworks or learning agendas

- Experience in advocacy or campaign planning in an international context
- Understanding of donor compliance and safeguarding requirements
- Experience working in multicultural or cross-regional teams