



Nutrition Support Coordinator



JOIN THE TEAM!

Action Against Hunger is building a world where no one dies from hunger. Life-threatening hunger is predictable, preventable and treatable, so a world without it is possible.

We tackle it where it hits and lead research to stop it. We work relentlessly to save lives and to create a world free from hunger.

We stop life-threatening hunger in its tracks. By training parents and healthcare workers to spot the signs, we get life-saving care to people who need it. Our research drives forward understanding of how to predict, prevent and treat life-threatening hunger. With unbeatable knowledge and unstoppable determination, we're taking action against hunger

WE HAVE THREE ORGANISATIONAL VALUES:

1. We work in partnership
2. We are trusted experts
3. We are unstoppable changemakers

If you want to be part of this mission and if you share our values, come and join us.

We welcome applications from all sections of the community and we encourage as broad a range of candidates as possible. If you need any additional support to help you through this process, please let us know by sending an email to jobs@actionagainsthunger.org.uk

CHECK OUT OUR SOCIAL CHANNELS:



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ROLE DETAILS

Job title:	Nutrition support Coordinator
Grade:	Scale 6
Department:	Operations/Nutrition
Reports to:	Senior Operations Coordinator
Job location:	London
Duration:	Short term – 3 months
Hours:	37.5 per week (Part time accepted)
Salary band:	From £32,584 to £34,483

JOB PURPOSE

This is a key role in the Operations department. You'll be providing financial, administrative and coordination support to the Nutrition Team so we can play a role in ending hunger. You'll support business development, track our finances, monitor our UNICEF contracts as spot areas for improvement in all we do.

You will also have the opportunity to develop your technical skills in project design, literature review, drafting and editing of learning documents.

You'll also engage with other teams within Action Against Hunger UK (e.g. finance,) the Senior Operations Co-Ordinator and Action Against Hunger's International teams (country level, HQs) as relevant.

As part of the role, you will focus on day to day administration tasks (raising invoices, timesheets, etc.), attend technical meetings with the Head and Deputy Head of Nutrition, track the progresses of the different contracts and support the team on specific technical tasks.

You will work with a very caring team which holds kindness and professionalism at its core.

KEY DUTIES AND RESPONSIBILITIES

Finance support (representing 20% of role)

- Support individual project managers on the day to day implementation of projects, particularly on the budget against targets/milestones/indicators;
- Ensure project leads and managers can access accurate data to monitor income and expenditure;
- Along with Senior Operations Coordinator, act as key point of contact with the Finance Team on any day to day issues (audit, invoices, payments, ledger changes);

Contract Management (representing 20% of role)

- Act as the coordinator for writing, amending and approving contracts across Operations, including for service delivery contracts held by Technical Leads;
- Act as a point of contact for downstream partners, manage queries from consultants and contractors and, where relevant, draft changes in contracts;

Administrative support (representing 35% of role)

- Provide ad hoc support on projects including travel; logistics; safety and security; financial tracking/management;
- Predominantly through the Senior Operations Coordinator:
 - Update and monitor various trackers on a scheduled basis including bidding tracker, project implementation tracking, and KPI tracker;
 - Act as a coordinator in the team workplan/capacity tracker, team meetings etc;

Support positioning of Action Against Hunger as a key reference on the build-up of evidence on prevention and treatment of malnutrition (representing 25% of role)

- Support the Senior Research Advisor in drafting case studies, literature reviews and learning summaries for nutrition assessment methodologies, including the content for external publications such as guidelines, journal articles or Field Exchange.
- Support the Deputy Head of Nutrition in drafting project proposals, reports, and learning documents.

The above list of key duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

You will be expected to adhere to the terms of the Action Against Hunger International Code of Conduct and associated policies, as a condition of your employment. All employees have particular responsibility for understanding and following protocols in relation to safeguarding (children and vulnerable adults), and protection from sexual exploitation and abuse (PSEA). Those in management positions are also responsible for ensuring that staff, volunteers, consultants and other key stakeholders are made aware of and supported in implementing these measures.

PERSON SPECIFICATION

EXPERIENCE REQUIRED ESSENTIAL

- Experience in tracking, monitoring and reporting on budgets
- Methodical approach to grant management and oversight
- Administrative skills
- IT Literate, particularly in using excel, word and power point
- Knowledge of Public Health Nutrition
- Excellent time management and ability to work independently without constant supervision
- Versatility and tolerance to change
- Excellent interpersonal skills with a good level of English written and oral communication levels
- Experience in working in a team
- Ability to communicate effectively through email, skype etc.
- Ability to create solutions or responses to problems in an autonomous way
- A demonstrable personal and professional commitment to uphold the principles and practices in relation to equality, diversity and inclusion.
- Experience of working remotely with a dispersed team

DESIRABLE

- Beneficial additional languages including French, Spanish or Arabic
- Good level of understanding of UN and INGOs ways of working
- Knowledge of complex contracts

THE BENEFITS

You're likely to be joining us because you're as passionate about the cause as we are. But since you're here, here are some more great reasons to work with us:

- we're all about work-life balance and are flexible so you can manage work around your needs
- we'll enrol you in our pension scheme, and contribute 6% to it every month if you put in at least 4%
- free Group Life Cover (Death in Service Benefit)
- interest-free season ticket and personal loans (subject to eligibility)
- payroll giving scheme
- ride-to-work scheme
- private medical insurance
- free health cashback scheme, including dentist, optician and physiotherapy appointments
- online shopping discount schemes and discounted gym and health club membership
- annual staff recognition awards with gift voucher prizes
- employee advice line – free confidential access to financial and legal advisors as well as telephone, online or face to face counselling sessions
- organisational sick pay – starting at four weeks full pay plus two weeks half pay, increasing with service
- 25 days holiday plus eight bank holidays, increasing with service after two years. You can also buy up to five extra days of annual leave each year, and the option to use bank holidays at Christmas and Easter at other times of the year to celebrate other religious cultural events instead
- enhanced maternity/adoption pay
- up to five days paid carers' leave
- up to 24 hours paid leave per year for employer-supported volunteering
- It's our policy to offer successful candidates the bottom of the advertised range. But if a candidate's current or most recent salary is higher, we'll increase our offer within the advertised range (subject to our standard referencing process).
- If you require additional support or reasonable adjustments to enable you to participate in our recruitment process, please don't hesitate to email Maria Franklin, HR Director, at m.franklin@actionagainsthunger.org.uk.
- As part of our recruitment process we collect and process some personal data about candidates. We're committed to being transparent about how we collect and use this data. For more information see our [candidate privacy policy](#).

“MUNIRA WAS VERY SICK. BUT NOW, I AM SO HAPPY, SHE RUNS AROUND AND PLAYS.

“ACTION AGAINST HUNGER HAS HELPED US A LOT.”

- Medina, Somalia

