

A photograph of a boat on the water at sunset. The sun is low on the horizon, casting a golden glow over the scene. The water is dark with some ripples, and the sky is a mix of orange and yellow. In the background, there are silhouettes of mountains and a forested hillside. The boat is on the left side of the frame, moving towards the right.

Programme Development
Manager
January 2025

Coörd



Welcome from Cord CEO Andy Pask

Thanks for taking the time to read about what it means to join Cord

Cord is an international peacebuilding charity working to make peace a reality where people don't have the freedom to exercise their rights. We work to build the relationship between those in power and local communities.

We believe that people flourish when all parts of society work together. Peaceful relationships make that possible. The simple act of talking begins a journey of growth which transforms mistrust, includes the excluded and turns adversaries into allies.

This vision, our mission and our values are inspired by the Christian faith and based on these values we work with and employ people of all faiths and none.

Cord has a long and proud history in working with communities worldwide to build their capacity for peace. We implement peacebuilding projects in challenging contexts with limited civic participation space. The programmes are often multi-sectoral with clear peacebuilding components and approaches.

The focus of our global strategy is on transforming dysfunctional relationships between those in power and citizens (like you or I) into those that create peaceful and inclusive societies where everyone can live free from fear and with the freedom to flourish

Our current country portfolio focuses on 8 highly sensitive contexts -
Burundi, Uganda, Cambodia, Laos, Thailand, Myanmar, Vietnam & the Philippines.

We work with a wide range of civil society groups and powerholders (authorities, multinational businesses, faith leaders) in order to develop more constructive engagement.

This leads to real transformative change such as:

- survivors of sexual violence accessing justice
- stigmatised groups gaining access to healthcare
- indigenous peoples regaining rights to their land
- religious and ethnic minorities gaining freedom to express their beliefs





We are looking for someone to manage our Programme Development work. You will be someone passionate about the work Cord does and who can bring technical institutional funding expertise alongside peacebuilding knowledge to our small and committed team.

In this role you will lead the development of new programmes and institutional funding bids in line with Cord's peacebuilding approach and 5 main programme areas: 1) Empowering Women & Girls, 2) Addressing Fundamental freedoms, 3) Climate Change and the Environment, 4) Economic Empowerment and 5) Supporting stronger societies

The Programme Development Manager will lead on proposal submissions to Cord's key donors such as the EU, US State Department, GIZ, SDC, UN Peacebuilding Fund etc. You will be working closely with country teams to design and write proposals based on strong project designs. The role will also operate at a strategic level to shape how Cord communicates about its programmes and the added-value that Cord brings.

This role would suit someone with programme development and management experience working for an iNGO in peacebuilding who is looking to lead in proposal development and is able to manage a diverse global team in designing proposals to tight deadlines. You will be able to utilise evidence of impact to engage donors with Cord's work, and develop future programmes based on research and learning.

This is a busy and exciting time to be joining Cord! You will be joining a small, committed team of people who are passionate about seeing deep-rooted and lasting change.

If you like what you read and are passionate about real and lasting change, come and join us and be part of the Cord story

Andy Pask - Cord Chief Executive Officer



For over fifty years we have been committed to healthy, thriving, collaborative relationships that support peace

Our Mission...

is to transform dysfunctional relationships between individuals and communities and those holding power into positive and thriving relationships built on mutual dependency and trust

Our Vision...

is of a world where all people live in the fullness of peace; having the freedom to flourish and live free from fear





Our Values

We are compassionate and we find within ourselves a deep concern for our fellow human beings who are not flourishing

We value everyone and recognise that every human being is created unique and special. We therefore place great value on every human life being worthy of dignity and respect with fundamental rights that should be protected

We are interdependent and know that communities and societies work best when strong and healthy interdependent relationships are formed

We explore root causes of conflict, pushing through superficial and visible effects to understand hidden drivers and how we can address them in the most sustainable way



Our Commitment to Safeguarding

Based on our values, the Trustees and Senior Leaders of Cord are committed to providing a safe and caring environment for all those who are associated with our organisation. This includes children, young people, adults who may be vulnerable, leaders, staff, volunteers, partners and associates and trustees.

You can read more and access our safeguarding policy at <https://cord.org.uk/safeguarding/>





Programme Development Manager

Location

UK-based - Home working & Team meet ups in Coventry (the applicant must have the right to work in the UK)

Contract

Two year fixed-term

Salary

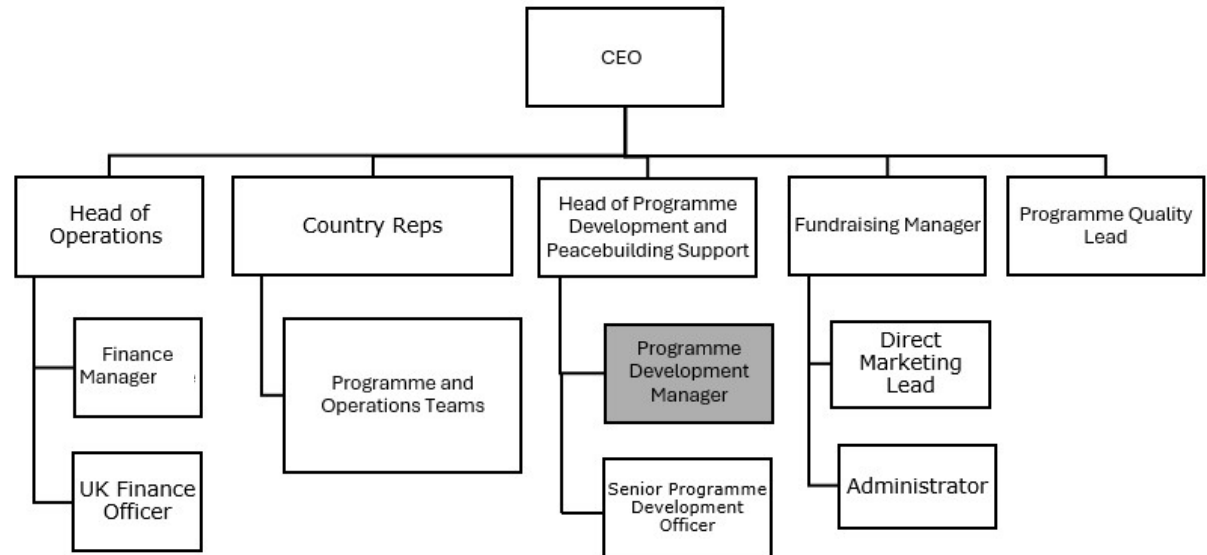
This is a Grade 10 role with a salary of £38,220- £42,042 (depending on experience)

Benefits

33 days annual leave pro-rata (including public holidays)

Reports to

Head of Programme Development and Peacebuilding Support



Internal relationships

Head of Operations, Country Leaders, Programme Quality Lead, Senior Programme Development Officer, Finance manager & Fundraising Manager

External relationships

Donors, Consultants and service providers, Implementing partners, EU-CORD Network members

Key Responsibilities

Programme Development

- Contribute to developing Cord's 5 global thematic areas and identifying programme development opportunities in line with these
- Coordinate and manage an efficient and collaborative programme development process ensuring input from relevant teams at appropriate stages;
- Maintain an expert understanding of country contexts and lead on gathering qualitative and quantitative data to inform project designs (through desk-based research, needs assessments and partner meetings);
- Lead on designing new project concepts in line with Cord's five thematic areas which respond both to Cord's technical strengths and institutional donor and funding call priorities;
- Lead on producing high quality problem statements, intervention logics, theories of change, logical frameworks, activity plans, stakeholder and risk analysis for new projects;
- Lead on developing programme budgets with input from country teams and the Finance Manager.
- Maintain credible understanding of comparator organisations and projects to avoid duplication of interventions and ensure innovation;
- Advise country teams on relevant partnership development.
- In collaboration with the Head of Programme Development and Peacebuilding Support, contribute to the Country Strategy development Process

Key Responsibilities

Institutional Fundraising

- Lead on writing and submitting major institutional and match funding proposals and provide quality assurance of bids submitted by country teams;
- Implement Cord's Institutional Funding Strategy, including identifying and attending relevant meetings and conferences;
- Coordinate Cord's Trusts and Foundations approach, identifying targets, preparing resources and developing a plan of action
- Maintain and develop targeted relationships with existing and relevant new institutional donors;
- Maintain expert intelligence of institutional donor priorities and areas of interest in relation to Cord's Strategy and countries of operation;
- Coordinate and oversee a 'twin track' approach to influencing donors from the UK and in-country, and advise country teams on donor engagement tools;
- Where required, develop clear Match Funding Plans and oversee their implementation in the UK and country offices;
- Manage and maintain accurate pipeline databases of funding opportunities and application statuses and input these into relevant meetings;
- Oversee accurate timely proposal submission processes, including ensuring all relevant back up documentation and submission requirements are adhered to (e.g. EU PADOR, PROSPECT, PMS, SAMS etc).

Key Responsibilities

Communications and Visibility

- Coordinate a consistent approach to communications & visibility to key donors and stakeholders, writing materials where required.
- Liaise regularly with the Programme Quality Lead, to ensure a strong information flow from existing projects to feed donor/stakeholder updates
- Ensure all new project proposals have clear communications and visibility plans, and budget built in as per the Global Visibility & Communications Plan

Other:

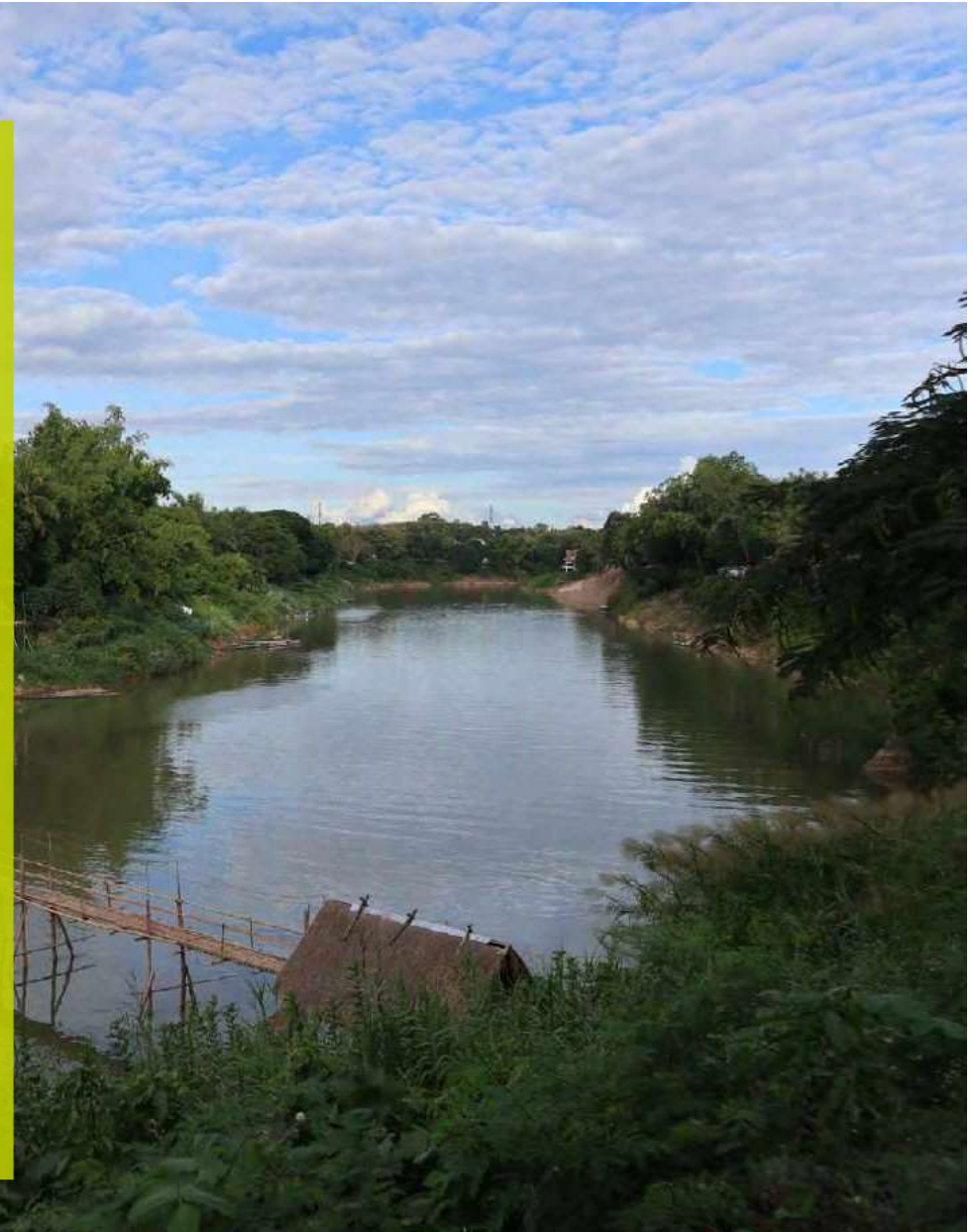
- Produce external publications evidencing Cord's impact in relation to its Strategy;

- Contribute as an active member to relevant networks including EU-Cord.
- Contribute as an active member of the UK Office team in modelling Cord's values and creating a positive environment to work in

About You

Knowledge

- Higher degree and advanced understanding of human rights, peacebuilding or international development;
- Strong knowledge of current policy debates regarding the above, with ability to advocate and write credibly on such issues;
- Strong intelligence of relevant institutional donor priorities and strategies;
- Demonstrated ability to design clear and coherent programme interventions (including Theory of Change, and log frame development)
- Demonstrated understanding of how to write engaging and convincing technical proposals and reports;
- Strong understanding of civil society and capacity development approaches.



About You

Experience

- At least five years' experience in programme design and institutional fundraising, preferably within the human rights and peacebuilding sector;
- Strong track record of securing funding from both existing and new institutional donors;
- Demonstrated experience in forging new relationships with donors through cold approaches;
- Experience in writing complex and detailed institutional funding proposals and reports tailored to the language of donors including the European Union, FCDO, NORAD, GIZ and the U.S Bureau for Democracy, Rights and Labor;
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- Experience securing funding from philanthropic trusts & foundations.
- Experience in establishing multi-partner and multi-country consortia;
- Experience working in insecure and highly sensitive environments, ideally in one or more of the countries in which Cord currently works, would be a distinct advantage;
- Experience working with US and European donors would be a distinct advantage.

About You

Skills/Abilities

- Excellent writer with meticulous attention to detail;
 - Demonstrated ability of all stages of project design including problem analysis, theory of change, logframe development, budget development, M&E approaches and tools
 - Demonstrated ability to design project budgets;
 - Ability to communicate to a wide range of audiences and adapt language accordingly;
 - Strong qualitative and quantitative research and analysis skills, with the ability to form convincing conclusions and arguments;
 - Excellent intercultural communication skills and ability to work with teams from a range of different backgrounds;
 - Ability to work under pressure, manage several different priorities and meet tight deadlines
- Confidence and enthusiasm for networking and engaging with a range of stakeholders, including donors, governments, peers, the general public and local partners;
 - Strong organisational and project management skills;
 - Good capacity development skills and mentoring approach to management;
 - Ability to influence and advise others; Proficient computer skills (Microsoft Office, Word and Excel).

Personal Qualities...

- Commitment to Cord's values and ethos which are inspired by the Christian faith;
- Passion and enthusiasm to further develop and deliver Cord's new Strategy;
- Highly motivated self-starter who is able to work independently and exercise judgement;
- Positive team-player with a commitment to continual learning and professional development;
- Flexible and agile with the ability to generate results with limited resources;
- Willingness to sometimes work outside of daily hours in order to meet deadlines;
- Contribution as an active member of the UK Office team in modelling Cord's values and creating a positive environment to work in;
- Willingness and ability to travel up to eight weeks per year to sensitive / insecure contexts.





Next Steps

Interested?

To apply please send your CV and covering letter explaining your interest in the role and how you fulfil the job description to hr@cord.org.uk

Recruitment Timeline

Applications will be reviewed on an ongoing basis and interviews will be organised according to availability

As such, the application window may close prior to the date below if a suitable candidate is appointed. Previous applicants need not apply.

**The application deadline is:
10th February 2025**