



SENIOR PROGRAMME FUNDING MANAGER (FIXED TERM)



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:



AAH_UK



Action Against Hunger UK



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ROLE DETAILS

Job title:	Senior Programme Funding Manager
Grade:	PO4
Department:	Operations Department
Reports to:	Head of Programme Funding
Job location:	Two days at our office in Greenwich, with the ability to work up to 3 days from home (if based in Greater London)
Duration:	Fixed term – until September 2025
Hours:	37.5 per week
Salary band:	£48,325 - £51,718

JOB PURPOSE

In this role you'll help develop and manage a rapidly growing funding portfolio. You won't be alone; you'll support the Head of Programme Funding and manage members of the programme funding team.

You'll play a key role in helping Action Against Hunger to achieve our vision of a world free from hunger by increasing the funding from institutional donors and making sure we deliver when we get the funding. You'll be in the exciting and important position of working with country, regional and global funds, and collaborating with colleagues both inside the international network and beyond. You'll help raise Action Against Hunger's profile and engagement with the UK Government and UK sector to inform, influence and collaborate on all areas of our work.

You'll work closely with our Network HQs and country teams to develop opportunities, increase the number and value of new grants and commercial contracts, and ensure effective delivery. But you'll also be a key person in engaging with institutional funders too.

So how will you do this? You will work at an operational, tactical, and strategic level – making the most of the links between funders strategies and the Action Against Hunger's network own strategy and trends we observe. You'll be proactive, bring a fresh perspective and innovative ideas, and bring a positive, 'can do' attitude.

KEY DUTIES AND RESPONSIBILITIES

Secure funding opportunities from the UK Government and other key institutional funders:

- You'll support the Head of Programme Funding to deliver on the Diversification Strategy for our funding sources
- You will ensure submission of quality proposals and support the Programme Funding Managers in providing donor guidance and quality assurance as needed
- Preposition Action Against Hunger for key opportunities, including building strategic partnerships with other INGOs/fund managers/private sector partners
- Support our commercial contracting readiness audit and our current FCDO Framework consortia (GDD, EACDS II)
- Support humanitarian crisis response funding through our membership to the Start Network and the Disasters Emergency Committee (DEC)

Proactive engagement with key UK stakeholders:

- You'll represent Action Against Hunger at relevant meetings, events or forums with the UK Government and UK charity sector
- You'll have a key role in increasing the visibility of Action Against Hunger within the sector and positioning us as a 'go-to' expert. You'll support the Head of Programme Funding, alongside other UK colleagues, to develop and implement an Engagement Strategy to achieve this.
- You will work closely with other teams in the international network to strategically engage and to actively influence relevant funding calls from key donors such as the Foreign Commonwealth and Development Office (FCDO), Disasters Emergency Committee (DEC), Start Network, Power of Nutrition, ELRHA and DEFRA.

Deliver quality grant and contract management:

- Lead the effective delivery of a portfolio of complex grants and contracts, supporting colleagues in our international network to ensure high-quality delivery and compliance
- Provide oversight and support for contract negotiation, due diligence and reporting processes
- Support the Programme Funding Managers with their portfolios and act as an escalation point
- Work with colleagues in the Finance and Operations Support teams to ensure smooth processing of payments, tracking of budgets and financial close out of contracts
- Work with colleagues to ensure any serious incidents are reported promptly to relevant donors
- Build and maintain strong relationships with international teams to improve processes, understanding and best practice in programme delivery

Be a team player and effective leader:

- You will line manage at least one Programme Funding Manager
- Support the Head of Programme Funding in managing the team annual budget, tracking KPIs and providing accurate forecasting of income and expenditure.
- You will support other members of the Programme Funding Team and be a point of reference for UK institutional donors for within the team and across the organisation

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. The job may involve international travel, in line with our International Environmental Framework. And finally, you'll need to adhere to our Code of Conduct and organisational policies and protocol

PERSON SPECIFICATION

EXPERIENCE REQUIRED ESSENTIAL

- Substantial and demonstrative experience in the humanitarian and/or development sector and good understanding of humanitarian principles and current sectoral issues
- Substantial proven experience in programme/grant development and management, including financial and operational management, knowledge of the project management cycle, logframes, theory of change, compliance and reporting
- Significant prior experience of working on FCDO funding calls and FCDO grant/contract management is required
- Strong working knowledge of UK Government as a donor
- Demonstrable experience in strategic planning and improving processes
- Strong knowledge of the UK sector and experience of engaging with UK sector actors and networks
- Demonstrable skills and experience in creating, establishing, and negotiating relationships with various stakeholders, including consortia building
- Experience of monitoring budgets and tracking financial expenditure
- Experience in managing others
- Ability to communicate (in written form or orally) clearly and succinctly for a range of audiences.
- High proficiency working with MS Office Suite.
- Strong track record of initiative, transparency and accountability.
- A demonstrable personal and professional commitment to uphold the principles and practices in relation to equality, diversity and inclusion.

DESIRABLE

- Experience of liaising and working with stakeholders in an international network or federation, or with other international offices or organisations
- Beneficial additional languages: French, Spanish

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, contribute 6% to it every month and give you free Group Life Cover, if you put in at least 4%
- 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 and optician appointments
- discounted gym and health club membership
- online shopping discount scheme
- annual staff recognition awards with gift voucher prizes
- employee advice line – free confidential access to financial and legal advisors
- telephone and online 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
- enhanced maternity and paternity pay
- up to five days paid carers' leave
- up to 24 hours paid leave per year for employer-supported volunteering
- we operate an incremental pay structure. It's our policy to offer successful candidates the bottom of the advertised range. But if a candidate can demonstrate their current or most recent salary is higher, we'll increase our offer within the advertised range.

“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

