



## JOB DESCRIPTION - Programme Fund Manager

African Revival – Investing in Education - is a non-secular charity working in the area of Education in Uganda, Zambia & South Sudan. Our UK office is based in Send, Surrey – [www.africanrevival.org](http://www.africanrevival.org)

**Summary of Role:** Responsibilities include working closely with the Executive Director, liaising with in-Country Field Staff and other implementing partners – providing support, maintaining accurate records of programme information, and reporting to donors/funding organisations. The role is UK office based, however, consideration for some WFH possible - to be agreed with the Executive Director. Funding priorities will include, but are not limited to, individual, trusts & foundations, legacy, events, corporate and education partnerships.

**Line Manager:** Executive Director

**JOB DESCRIPTION:** The role includes, but is not limited to, the following:

1. To support the Executive Director in developing and maintaining efficient donor relations with the representatives of relevant funding partners to secure funding for programmes.
2. To work collaboratively with in-country staff, and partner organisations, advising on project implementation to meet donor requirements. Help identify, plan and implement projects, assist with monitoring and evaluation of outcomes, and adhere to procedures that meet required standards for best practice;
3. To scope out and lead on writing and submission of funding proposals to Trusts & Foundations as well as Regular and Institutional Donors, and ensure that applications and reports are produced to a high standard, comply with donor guidelines, deadlines, contracts, and other donor needs and requests.
4. To be the principal day to day contact with the Charity's field operations and provide the main day to day oversight of the Programmes, as well as making regular visits to Uganda and Zambia – at least once a year;
5. To keep up to date with International issues that may impact our work, UK statutory fundraising regulations, and best practice for the Charity;
6. To have full oversight of project funds, including reporting to donors any variations with restricted funds, ensuring expenditure remains within pre-approved budgets;
7. To update social media platforms inc. LinkedIn, Twitter, Facebook & Website;
8. To provide regular programme and financial reports, both verbally and in writing, to the Executive Director, Programme Committee, Finance Audit Committee, and Board of Trustees, including quarterly summary of project activity & funding income;
9. To work on continuous project identification and development within our established activities, and in line with our strategy;
10. To work alongside the Executive Director and assist with other general funding opportunities and events including annual golf day and gala Ball;
11. To attend Board Committee meetings where required.

The job description may be modified from time to time, after discussion, following which a new written copy the job description will be issued.

## **Candidate Profile**

### **Essential:**

- You will have either a bachelor's degree in a relevant subject such as Charity Management, Management Development Studies, Business Administration, International Development or another relevant technical subject, or minimum of three years programme experience.
- You will have an eye for detail, enjoy problem solving, and have strong interpersonal skills.
- You will have excellent communication skills, both written and verbal.
- You will be a strategic thinker able to think outside the box.
- You will have a good understanding of impact measurement.
- You must have a passion for diversity and inclusion with an understanding of equal rights and equal opportunities.
- You will be flexible and have a "can do attitude" – and be willing to get involved in all aspects of managing this small charity.
- You will have a full driving licence and car to travel to and from remote office location.
- You will be a UK resident.

### **Desirable:**

- You have previous experience working in an international organisation.
- You have specialist knowledge in education, agriculture, WASH, or gender sensitive programming.
- You have a Masters - degree in development studies or a related field

**Remuneration:** Salary dependant on experience (£25-30k) plus benefits

African Revival is an equal opportunities employer and is committed to safeguarding the protection of beneficiaries, volunteers, staff, and partners, and particularly children.

### **Application:**

Send a CV and covering letter to the Executive Director, Elaine Miller at [elaine.miller@africanrevival.org](mailto:elaine.miller@africanrevival.org)

**Closing Date:** Open until vacancy filled (all applications will be acknowledged).