

<b>Job Title:</b> Programme Officer	<b>Responsible to:</b> Head of Entrepreneurship	<b>Responsible for:</b> n/a
<b>Location:</b> London	<b>Salary:</b> £20,000-£24,000 PA	<b>Term:</b> Permanent
<p><b>Team Purpose:</b> To lead the development and delivery of high impact projects for women entrepreneurs in low and middle income countries with partners.</p>		
<p><b>Job Purpose:</b> To support the delivery of entrepreneurship projects implemented through partners in low and middle income countries, working across different elements of the programme management cycle.</p>		
<p><b>KEY RESPONSIBILITIES:</b></p> <p><b>Projects delivery</b></p> <ul style="list-style-type: none"> <li>• Provide support to the delivery of entrepreneurship projects in line with the Foundation’s strategy and policies</li> <li>• Work with partner organisations as directed to support partners’ implementation of project activities</li> <li>• Liaise with contractors / consultants as directed to support programme managers to ensure deliverables are produced on time and strong relationships are maintained</li> <li>• Coordinate reports’ submissions by local partners and support the development of donor reports</li> <li>• Provide support to the sub-granting and sub-contracting process with partners and contractors</li> <li>• Provide internal project status reports and updates to the Head of Entrepreneurship and other staff as relevant</li> </ul> <p><b>Project finance and grant management</b></p> <ul style="list-style-type: none"> <li>• Provide support to Senior Programme Managers and Programme Manager to monitor projects’ expenditure and review partner financial reports</li> <li>• Liaise with partners, contractors and consultants to ensure payment requests are made and processed in a timely manner</li> <li>• Highlight any concerns around projects’ financial progress to the Head of Entrepreneurship and / or appropriate Senior Programme Manager or Programme Manager to address</li> <li>• Ensure partners are aware of donor conditions and that all donor conditions regarding procurement, expenditure and financial reporting are passed on to partners via their agreements</li> <li>• Provide support where required to preparing donor financial reports</li> </ul> <p><b>Monitoring, Evaluation and Learning</b></p> <ul style="list-style-type: none"> <li>• Provide support to partners as needed to carry out MEL activities, in coordination with Senior Programme Managers and Programme Manager</li> <li>• Maintain programme databases and produce analytical reports periodically to inform programming strategy</li> <li>• Contribute to ensuring that learning from projects is shared with others in the Programme team, and wider Foundation to support future programme development</li> </ul> <p><b>Project development and design</b></p> <ul style="list-style-type: none"> <li>• Contribute to the development of new projects and proposals in enterprise development and inclusion</li> <li>• Contribute to shaping new approaches within enterprise development and inclusion programming, using experience from existing projects</li> </ul> <p><b>Programme support</b></p> <ul style="list-style-type: none"> <li>• Produce communication materials for internal and external audiences (website content, blogs, case studies, etc.) and attend events promoting and supporting the Foundation’s work</li> <li>• Assisting with scheduling and supporting meetings (notes taking, etc.), events and travels</li> </ul>		

- Updating and maintaining records and filing
- To maintain all required documents in an efficient and timely manner
- Provide administrative assistance in support of the smooth running of the Programme Department.

#### **Other Responsibilities**

- Keep up to date on the latest emerging trends in women's enterprise development and identify how these trends could be applicable to the Programme.
- Work to protect and enhance the reputation of the Foundation, seeking opportunities to expand and promote awareness of the Foundation's work.
- Ensuring all people are treated with respect, compassion, justice and trust in the course of their work, thereby promoting the Foundation's core values.
- Be familiar with and adhere to the Foundation's policies and procedures.
- Other responsibilities may be added in line with experience and programme requirements

*This job description is not an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.*

#### **Essential Criteria:**

- Two or more years' experience working in international development or within a non-profit organisation, ideally within a programme team or department
- Project management experience and skills and familiarity with project management tools (work plans, budgets etc.)
- Good level of financial literacy and some understanding of basic financial processes
- Strong written communication skills and the ability to prepare reports and other forms of analysis for different audiences
- Skills and experience in data analysis and the ability to summarise complex information to share with different audiences
- Working knowledge of monitoring, evaluation and learning processes
- Ability to manage multiple diverse projects and prioritise workload
- Strong attention to details and highly organised
- Excellent team-working and cross-team working skills
- Excellent verbal communication skills

#### **Desirable Criteria:**

- Experience living and working in a low and/or middle income country
- Good knowledge and understanding of issues related to women's economic empowerment and more broadly on the issues around gender and development

#### **Application**

Candidates who wish to apply are requested to submit the following documents:

- Covering letter addressing relevant experience for the role (two A4 pages max)
- Current CV – no more than two pages

Please send your application to: [recruitment@cherieblairfoundation.org](mailto:recruitment@cherieblairfoundation.org)

Deadline for application is 24 February, 2019

*The Foundation is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position. All applicants should have the right to work in UK*