

CHASE Africa

Programme Coordinator and Institutional Fundraiser Job description

Main purpose of the job

To work with our existing and new implementing partner organisations in East Africa to support them, develop their capacity, and ensure high quality work is achieved and maintained. In addition, to make applications to institutional funders to support our work.

Background

CHASE Africa is a small UK-based international NGO working through local partners in East Africa. We support our partners to deliver family planning and healthcare services on a rights-based approach to remote and marginalised communities using mobile clinics. We also support partners to undertake tree-planting and environmental education programmes. Our aim is to enable marginalised people and communities to gain maximum benefit from our work of combining family planning, health and environmental services.

We are a small, relaxed and friendly team, based near Frome in Somerset.

Programme Coordinator and Institutional Fundraiser - part-time, 3 days per week, salary based on experience, anticipated range £25,000 - £30,000 pa (pro rata for 3 days pw)

This position reports to the Director and is based in the UK office near Frome. Some remote working may be possible if needed. Two or three trips to Africa are expected each year.

The post has 2 main roles:

1. To coordinate partners' work and build their capacity to function to a high standard;

- Maintain good relations and communications between CHASE Africa and its implementing partners.
- Encourage and enable shared learning and good practice between the partners.
- Monitor our partners' work, effectiveness, and outcomes.
- Oversee the evaluation of our partners' work.
- Build the capacity of our partners where needed.
- Help our partners so that their work enables families and individuals to benefit from the family planning, health and environmental services in the same communities.
- Work with partners to prepare accurate budgets and plans on quarterly and annual basis.
- Support partners to submit financial & narrative reports to agreed standards and on time.
- Ensure accurate project data is collected and sent in.
- Analyse the data to help record outcomes and impact of the work.
- Keep good records and accounts in the filing system.
- Visit the partners 2 to 3 times a year for 2 week visits each time.
- Help identify and assess new partners and enable them to adopt a good model.
- Represent CHASE Africa to funders, Government departments, and other organisations.

2. To contribute to institutional fundraising applications, contract management and reporting.

- Research institutional funding opportunities.

- Use the knowledge and understanding of the partners' work to contribute to the preparation of funding proposals and applications that include logical frameworks, Gantt activity charts, clearly written narrative proposals and detailed budgets in collaboration with partner organisations.
- Manage new and ongoing grant contracts, fulfilling donor requirements in a timely manner, including preparation of narrative and financial reports and responding to donor queries as appropriate.
- Keep up to date files and records of all institutional funding activities, including updating the funding pipeline and filing system regularly with organisations, contacts, proposals made, donor responses, contracts and reports.
- Liaise with other CHASE Africa personnel responding to requests for partner updates, stories and photographs and general enquiries as necessary.

Anticipated skills and experience

Essential

- Familiar with the international development aid NGO sector with 5 years' experience at coordinator level.
- Significant first-hand experience of international community development processes.
- Experience of making funding applications to institutions such as DFID, EU, Comic Relief etc., and managing the funding contracts including report writing.
- Experience with organisational programmes, finances, and budgets,
- Competent with using Excel spreadsheets.
- Experience of managing multiple stakeholders.
- Willingness and commitment to share information and promote transparency.
- Strong attention to detail and process.
- Experience of enabling positive change through influence rather than direct control.
- A knowledge of how small CBOs and NGOs work, and how to communicate with them.
- Experience of mentoring and strengthening the capacity of small organisations in Africa.
- Experience of monitoring and evaluation processes, and KPIs.
- Ability and willingness to travel.
- Self-confident and able to lead meetings and take initiatives.
- Commitment to, and understanding of, equal opportunities.
- Strong written and spoken English with good communication and listening skills across distance and cultures.

Desirable

- Relevant Bachelor's degree.
- Experience of working in Sub-Saharan Africa.
- Experience of undertaking due diligence reviews of potential new partner organisations.
- A willingness to understand details of family planning services, but medical experience is not needed.

As a senior member of the CHASE Africa UK Programmes team, you will support the strategies of CHASE Africa and undertake other tasks as directed required.

How to apply

Send an email to henrypomeroy@chaseafrica.org.uk with one page setting out why you want this job, and how your skills are relevant for this post, together with your CV. Shortlisted candidates will be asked for 3 references. Closing date 22nd April 2019.