

Programmes Co-ordinator

JOB DESCRIPTION

Penny Appeal is an award winning, international humanitarian charity delivering aid in over 30 countries including the UK. We pride ourselves in the work that we do and the aid we are able to deliver, from sustainable programmes internationally and locally as well as emergency aid responses. We also take pride in the people that support us externally and the ones that make things happen internally.

We are the fastest growing charity in our sector with a fast-paced working environment. When a crisis hits internationally we respond immediately. Outside emergencies, we have a packed marketing calendar full of creative campaigns, award-winning events, and unique projects all aimed at helping the most vulnerable. We can see an immediate impact from our hard work and it can be so rewarding to see the positive feedback from the people we have helped.

Role overview:

The Regional Programme Coordinator (RPC) is responsible for coordinating international project-related operations. Assessing, organising and delivering specific projects as directed. The RPC will manage and ensure that the projects and programmes are generating the desired results and will provide feedback to donors and other stakeholders where requested.

Key responsibilities and accountabilities:

- Research and support the planning, development and implementation of projects in various locations.
- Maintain direct contact with PA partners on the planning, implementation and progress of projects on regular basis.
- Develop and issue requests for partnership using Grant guidelines.
- Ensure effective due diligence is carried out with all documentation from prospective partners, to make certain all are correct and fit for their intended purpose.
- Research and prepare proposals and summaries with recommendations for appropriate action.
- Monitor and evaluate the ongoing projects to ensure that the department is meeting the objectives as required.
- Coordinate meetings between PA partners and stakeholders.

- Work with management to ensure that any current/future projects are sufficiently funded and transactions are on time.
- Verify budgets, invoices and financial liquidation reports to ensure that money is being spent according to the approved operational plan.
- Review the budget and communicate any changes where needed.
- Prepare MoU and funding agreements as and when required.
- Represent Penny Appeal as and where needed.

General:

- Timely response to specific questions of donors.
- Preparing feedback reports for donors and other stakeholders within appropriate timeframe.
- Attend internal department meetings and coordinate with other departments as and when required.
- Requires regular attendance at least 5 days per week. Must be available to work outside normal office hours or on the weekends as required.
- The role is mainly office-based, however the candidate must be able to travel as required (minimum 25%) in both the UK and developing countries where these projects are being undertaken to gain a better understanding.
- Whilst performing the duties of this job in the field, the employee may be exposed to precarious settings under high security risks and/or very basic living conditions and outside weather conditions, as well as to infectious diseases.

Programmes Co-ordinator

PERSON SPECIFICATION

Essential Criteria

- Over 2 years' experience of relevant work, including international postings.
- Versed with current International standards and best practices for INGO's/humanitarian relief and development agencies.
- Demonstrate responsibility and competency of programme development, budgeting and forecasting.
- Excellent interpersonal and communication (verbal & written) skills
- Ability to work independently and as part of a team
- Grant management, evaluation and monitoring skills
- A willingness to travel overseas
- Analytical and problem solving skills
- Networking and relations management skills
- High level of computer literacy using Microsoft Office Suite

Desirable Criteria

- Bachelor's Degree Level qualified in a relief and development related course