



Job Title: Programme Officer

Responsible for: Programme Assistant

Responsible to: Head of Programmes, Africa

Location: Vauxhall, London, UK – Right to work in UK a requirement

Job purpose: Grant management and country support for HPA work in Somaliland and Sierra Leone.

Salary: £29,000 - £32,000 depending on experience

Hours: Full-Time

Closing date: Wednesday 7th August, 11.59pm

Interview dates: Week commencing 12th August

Only applications that use the application form will be considered. Please send your application form to: personnel@healthpovertyaction.org

Please note that due to a potentially high number of applications, only shortlisted candidates will be notified.

BACKGROUND

Health Poverty Action works for health and global justice in partnership with people who have been marginalised and pushed into poverty.

We work with communities to help them demand their right to health, and to challenge the power imbalances that deny them their health rights. Our distinct approach can be summarised as a combination of three areas:

- **We approach health as an issue of social justice**
Health is a Human Right that many are currently denied. The greatest causes of poor health worldwide are political, social and economic injustices. This is a global scandal which causes unnecessary suffering on a massive scale.

We tackle these complex root causes of social injustice in two ways. Firstly, we work in partnership with communities to help them take back the power to improve their own health. Secondly, we campaign on a national and international level to change policy, and destroy unjust power relations.

- **We prioritise those missed out by others**

We believe in health for all, without exclusion. Development organisations tend to cluster together, which leaves large populations with almost no support at all. People may be living in hard to reach areas, or are difficult to support for some other reason. We make these most neglected populations our highest priority.

- **We address the full range of factors which impact on health**

Health is a combination of physical, mental and social wellbeing. As well as strengthening health services we work on areas such as nutrition, water, sanitation, gender discrimination, and income generation. Tackling one cause of poor health in isolation can give the appearance of improving health in the short term, but tackling numerous factors together saves lives.

We are acutely aware of how our own power dynamics as an organisation impact on the people we work with, and we work in partnership with communities to create long term relationships built on trust.

In 2017 we formed a strategic partnership with Find Your Feet. The partnership ensures Find Your Feet's livelihoods work will continue through Health Poverty Action.

We are also proud to be one of the small number of organisation recognised as being structurally part of the global People's Health Movement. This quote from the founding document of this movement, the People's Health Charter, sums up the essence of Health Poverty Action's values and identity:

“Health is a social, economic and political issues and above all a fundamental human right. Inequality, poverty, exploitation, violence and injustice are at the root of ill-health and the deaths of poor and marginalised people. Health for all means that powerful vested interests have to be challenged, and that political and economic priorities have to be drastically changed. This Charter encourages people to develop their own solutions, and to hold accountable local authorities, national governments, international organisations and corporations.”

JOB DESCRIPTION

Context of the role

This position will sit within the Africa Programmes Team. Our programmes are managed by Country Directors overseen by two Heads of Programmes (one responsible for Africa and one responsible for Asia). The Programme Team in London provides support services to the development, implementation and administration of Health Poverty Action's programmes. Health Poverty Action's programme work in Africa takes place through country offices in Ethiopia, Kenya, Namibia, Rwanda, Sierra Leone and Somaliland and Find Your Feet's in Malawi and Zimbabwe. The Programmes Department liaises with: the Policy & Campaigns Department to ensure strong integration between our programmes and advocacy work; the Fundraising Department to develop proposals and reports for trusts and foundations; and the Finance Department on programme finances.

This position will operate as the direct contact point for the Somaliland and Sierra Leone country offices and act as donor contact point for HPAs' grants in the these countries.

Responsibilities

Main Functions of the Post

1. Grant management, including donor reporting and contract compliance (40%)
2. Administration and monitoring of country and project finances (40%)
3. Build and maintain excellent relationships and reporting with selected donors (5%)
4. Support programme development (15%)

Outline of Responsibilities

- 1. Grant management, including donor reporting and contract compliance (40%)**
 - 1.1 Review and submit donor quarterly and annual narrative reports from projects
 - 1.2 Monitor donor relations & communications
 - 1.3 Act as link between other London staff and field teams when required
 - 1.4 Oversee country procurement process in ensuring adherence internal and donor processes and procedures
 - 1.5 Provide administrative and logistical support to the Country Office staff and their consultants
 - 1.6 Support country teams with the administration of evaluations (e.g. reviewing TORs, reviewing report drafts etc.)
 - 1.7 Ensure that programme files, electronic and hard copy, are maintained within an agreed system, to allow easy access by other staff
 - 1.8 Regularly (minimum one per year per country) conduct monitoring visits to country offices for monitoring of programmatic and financial systems
- 2. Administration and monitoring of country and project finances (40%)**
 - 2.1 Preparation and maintenance of project budgets including preparing budget variance analysis
 - 2.2 Monitor field expenditure/income on allocated projects, providing feedback to field staff as appropriate
 - 2.3 Review monthly financial reports, including bank reconciliations
 - 2.4 Prepare donor financial reports (monthly, quarterly and yearly)

- 2.5 Assist in monitoring cash flow to field offices and process transfer requests
 - 2.6 Train country level staff and consultants on project finances
 - 2.7 With support of the Finance Department, conduct internal audits and spot reviews of programme and partner finances
- 3. Build and maintain excellent relationships and reporting with selected donors (5%)**
- 3.1 Help to ensure that all projects remain compliant with donor contracts
 - 3.2 Represent Health Poverty Action at appropriate donor liaison meetings and attend networking or other external meetings as required
 - 3.3 Make links and develop relationships with donors and other agencies, gather information, report back, and disseminate information on funding sources and procedures to colleagues. This may include exploring new donor sources.
 - 3.4 Deal with donor enquiries, maintaining a positive relationship with them
- 4. To assist with programme development & research (15%)**
- 4.1 Support to proposal development and review draft proposals – including co-development of budgets
 - 4.2 Support the small number of consultancies the Programme Team supports, including budgeting, bid development and review

Safeguarding

This position may involve travel to overseas programmes and therefore may come into contact with vulnerable children and adults.

Health Poverty Action recognises that all adults and children have equal rights to protection from abuse and exploitation. Health Poverty Action condemns exploitation and inappropriate behaviour, and is committed to taking action for the protection of programme participants. In cases where positions include a high level of safeguarding risk, police checks or local equivalents will be carried out.

PERSON SPECIFICATION

Essential Criteria

- Bachelor's degree in a relevant discipline
- At least two years of experience in programme management working on international development
- A high level of numeracy & good analytical ability with experience of working on NGO financial reporting
- Understanding of accounting and financial controls
- Excellent skills in setting up spreadsheets and understanding of spreadsheet design using Excel
- Experience of proposal writing, grant monitoring, M&E, and donor reporting, preferably in an NGO
- Ability to work in a fast-paced environment and to prioritise tasks in response to multiple requests
- Ability to negotiate contractual requirements with clients.
- Excellent word processing and internet skills
- Openness to learning new skills & a pro-active approach to tasks
- Positive team-worker, supportive and helpful towards colleagues

Desirable Criteria

- Master's degree in a relevant discipline
- Experience on working on themes around health and the social determinants of health
- Experience in procurement processes for high value purchases
- Experience of managing & reporting against donor budgets
- Proven contract/grant management skills, including in the context of an overseas development or aid organisation & experience of the project cycle
- Proven skills in preparing funding applications and reports to statutory donors
- Experience of institutional grant funders such as DFID, EC, Comic Relief, UN etc. funding proposals and reports (financial and programmatic)
- Ability to communicate with people from other cultures at a distance
- Experience of living and/or working in a developing country

Safeguarding

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TERMS AND CONDITIONS

Salary

£29,000 - £32,000 depending on experience

Hours

Full-time – 35 hours per week

Health Poverty Action is very committed to flexible working. We will consider applicants to work on a part-time and a flexible working basis where possible.

Holidays

25 working days holiday a year

Pension

Staff are encouraged to join Health Poverty Action's pension scheme. Health Poverty Action will match your contributions up to a maximum of 5% of gross salary.

Location

The post is based at Health Poverty Action's offices in Vauxhall (central London). Candidates will therefore need to either have or be able to acquire the right to work in the UK. The post may involve some international travel.

At Health Poverty Action we celebrate diversity and promote equality and inclusion amongst all of our staff and everyone we work with.

Thank you for considering working with Health Poverty Action.