

<b>Job Title:</b>	Programmes Partnerships Officer (PPO)
<b>Department:</b>	International Programmes Development
<b>Location:</b>	London, UK (hybrid working)
<b>Reports to:</b>	Programme Partnerships Manager (PPM)
<b>Line Management Responsibility:</b>	N/A
<b>Budgetary Responsibility:</b>	N/A
<b>Contract Type:</b>	Full time (Permanent)
<b>Child Safeguarding level:</b>	<p>We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.</p> <p>Therefore, this post is subject to a range of vetting checks including a criminal records disclosure, DBS, or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required.</p>

**Job Purpose:**

The International Programmes Department (IPD) is a large, busy, multi-functional team at the heart of the work of Muslim Aid in the UK and internationally. The Programmes Partnerships Officer role is to support the Programme Partnerships Manager in achieving the strategic objectives of Muslim Aid. This includes supporting with the financial, technical, and administrative aspects of all partner-implemented projects and programmes. The role will also lead (as required) in delivering special and seasonal programmes including community-based sponsorship, Ramadan, Qurbani, and winter programmes.

**Key Accountabilities:**
**Project and Programme Management**

1. To provide overall support with partner-implemented projects and lead (as required) in delivering the CBM, Winter and other seasonal programmes.
2. Assist and where required lead, in the review of concept notes, project proposals, budgets and narrative/financial reports.
3. Remotely monitor the implementation of key MA projects and programmes using Muslim Aids systems and assist the PPM in troubleshooting issues and finding alternatives.
4. Monitor and evaluate projects by analysing quarterly activity reports from Implementing Partners and providing feedback, advice and support on identified issues. Promptly obtain periodic reports, including financial reports on ongoing projects through regular communication with Implementing Partners.
5. Assist the PPM with project implementation, budget variance analysis and compliance issues.

## **Compliance**

6. Ensure projects and programmes comply with all policies and procedures, international humanitarian and development standards, and legal and regulatory requirements.
7. Assist the International Programmes team in the development, revision and roll-out of policies and procedures.
8. Undertake monitoring and assessment field visits to Implementing Partners offices and project sites to ensure programmes are implemented as Muslim Aid's requirements.

## **Partnerships**

9. Support mapping exercises to identify potential partners across the countries of operations.
10. Support partnership capacity assessments and due diligence processes
11. Support the PPM in the capacity development and sharing with Implementing Partners.
12. To work at all times to build a close, two way working relationship, where partners are respected, listened to and supported and to create a open channel to discuss problems and constraints as they arise.
13. Participate in the development of the Partnerships Strategy, Annual Partnerships workplans and key Country Funding Priorities (CFP).

## **Information Management:**

14. Ensure key data tools and databases are kept up to date including and not limited to; Project Tracker, IPD SharePoint, Partners Tracker, Toladata, Team Planner and other databases.
15. Collate information for the preparation of internal and external communications.
16. To undertake appropriate research that strengthens various aspect of programme development.
17. Oversee, collect and file due diligence related information from Implementing Partners and ensure this is upto date periodically
18. Communicate successes and lessons learned within the International Programmes team, as well as with Implementing Partners, to ensure the sharing of lessons learned and best practices across the organisation.
19. Work closely with media and communications departments to ensure that public outreach of International programmes information is up to date and accurate (including project profiles, case studies, photos, etc.).
20. To attend and represent the IPD in external meetings, events and networking opportunities.

## **Other**

1. To ensure all records are maintained and stored appropriately in line with MA document management and IT policies.
2. Ensure all records are maintained and stored appropriately in line with MA document management and IT policies.
3. To comply with all policies, procedures, legal and regulatory requirements.
4. Any other duties commensurate with the accountabilities of the post.
5. This position requires traveling least 20% of the year. Each visit may last for up to 10 days.

Person Specification		
	Essential / Desirable	Assessment Stage
<b>Qualifications:</b>		
Educated to Bachelor's degree level.	Essential	Application
Postgraduate degree in international development, sustainable livelihoods, humanitarianism, programme management, or equivalent.	Desirable	Application
<b>Experience &amp; Knowledge:</b>		
Experience of international development projects.	Essential	Application and Interview
Experience of working with proposals, budgets, data, and reports.	Essential	Application and Interview
Knowledge of Sustainable Development Goals and their relevance.	Essential	Application and Interview
Knowledge of office systems and practices.	Essential	Application and Interview
Knowledge of CHS standards, localisation and other humanitarian/development sector initiatives and standards.	Essential	Application and Interview
<b>Skills &amp; Abilities:</b>		
Ability to work in and with a diverse team.	Essential	Interview
Good communication and interpersonal skills.	Essential	Interview
Strong numeracy and literacy skills.	Essential	Interview
Good organisational and time management skills.	Essential	Interview
Excellent report writing skills.	Essential	Interview
Strong analytical abilities.	Essential	Interview
Good ICT skills, including use of MS Office.	Essential	Application and Interview
Proactive work ethic.	Essential	Interview
Ability to adapt to changing deadlines and priorities.	Essential	Interview
Ability to work unsociable hours during peak campaigns.	Essential	Interview
Ability to work under pressure and on own initiative.	Essential	Interview
<b>Commitments:</b>		
Commitment to Muslim Aid's mission, visions and values	Essential	
Commitment to Muslim Aid's ethos.	Essential	
Commitment to equality of opportunity and diversity.	Essential	

<b>You will display the competencies below :</b>					
<b>Competencies</b>		<b>Definition</b>			
Team working		Co-operates with and respect colleagues to exceed up and beyond individual efforts.			
Communication		The ability to listen, express and communicate information effectively.			
Performance Management		Delivery of organisation objectives through effective setting of SMART personal goals and team goals.			
Results Focused		Getting the job done in an efficient way through effective time, task and financial management.			
Leadership		Inspiring, supporting and developing others to achieve outstanding levels of performance.			
Innovation & Continuous Improvement		Constantly seeking to improve the way business is done through analysis, creativity, problem solving and change initiatives.			
<b>Please signify your acceptance of this job description by signing below and returning a copy to HR</b>					
<b>Employee signature:</b>		<b>Employee Name:</b>		<b>Date:</b>	
<b>Line Manager signature:</b>		<b>Line Manager Name:</b>		<b>Date:</b>	
Commitment to Muslim Aid's Global Safeguarding Political.			Essential		