

# PLAN INTERNATIONAL UK JOB PROFILE

<b>Job Title</b>	Programme Development Specialist - West Africa & Asia
<b>Department</b>	Policy and Programmes
<b>Unit</b>	Development Programmes Unit (DPU)
<b>Grade</b>	3
<b>Salary</b>	£39,100 per annum
<b>Contract type</b>	Permanent, full time (34.5 hours per week)
<b>Reporting to</b>	Programme Development Manager

## Overview of Department

Plan International UK is one of over 20 national organisations which support programmes in over 50 developing countries in Africa, Asia and the Americas. Our strategy up to 2020 focuses our child-centred community development approach on child protection, education, economic security, Sexual and Reproductive Health and Rights, and WASH. In pursuit of these objectives we aim to strengthen our ability to bid for large grants, and build further support for our work in the UK.

The 60-person Programmes Department supports these aims by ensuring that Plan UK has coherent, relevant and innovative programme needed to realise Plan's mission, and more generally help promote awareness of Plan's work. We work with Plan Country Offices to design and deliver high quality project proposals, and raise the funds needed to implement them. We manage grants secured, ensuring that project monitoring and evaluation is carried out effectively, and that reports are submitted to donors in compliance with the increasingly exacting standards they set. More widely, and in close cooperation with Plan International Headquarters, the UK Programmes Department supports Plan's global programme by working across the organisation to share lessons learned, support with the development of policy and advocacy positions, contribute towards publications and fundraising, and by presenting Plan's programme work to a range of audiences

Sitting within the Programmes Directorate, the Development Programmes Unit (DPU) supports Country Offices by helping them to design high quality programmes, and by raising the funds from institutional donors (particularly DFID, The European Union and UN agencies) needed to implement them. DPU then oversees management of grants and contracts awarded, ensuring donor compliance, effective programme monitoring and evaluation, quality delivery and effective learning.

## Job Purpose

Working closely with resource mobilisation teams in assigned Country Offices, the post holder will sit in the Asia/West Africa programme development team to:

- Identify and proactively generate opportunities from new and existing institutional donors.
- Lead on development of high-quality grant and commercial tender submissions to institutional donors, prioritising the most strategic opportunities per Country Office.
- Support project initiation and handover to implementation teams once funding is secured.

While each Programme Development Specialist will have assigned Country Offices that they will normally work with, there is also the need for flexibility to work with others as requested by the Senior Programme Development Manager, e.g. when there are surges of work with particular countries.

Key Deliverables	Key Activities
<b>Networking and opportunity identification</b>	<ul style="list-style-type: none"> <li>• Build strong links with key donors (e.g. DFID, EC, multilaterals) in-country in assigned Country Offices and centrally.</li> <li>• Catalyse regular and productive donor liaison by Country Office staff in assigned countries through coaching and joint visits.</li> <li>• Scope and identify new funding opportunities with institutional donors, including proactive generation of opportunities.</li> <li>• Keep up to date on priorities of institutional donors to which Plan International UK is eligible to apply.</li> </ul>
<b>Proposal and tender development</b>	<ul style="list-style-type: none"> <li>• Lead on development of high-quality grant and commercial tender submissions to institutional donors, drawing in support from relevant Technical Specialists and Grants Finance Accountants.</li> <li>• Work in close collaboration with Country Office staff and consortium partners where applicable.</li> <li>• Prioritise the most strategic opportunities per Country Office and work towards the overall aim of fewer and larger projects (prioritising bids of £5M+ where there are relevant opportunities).</li> </ul>
<b>Project initiation processes</b>	<ul style="list-style-type: none"> <li>• Following approval in principle of a proposal or tender, adjust where needed activity/budget planning in dialogue with the donor, to ensure funding that is then confirmed.</li> <li>• Maintain positive working relationships with donors, Country Office staff and partners during such negotiation processes.</li> <li>• Work closely with the Bids Resourcing Executive to ensure that there is ongoing dialogue with pre-recruited project staff so that they are lined up to start once funding is confirmed.</li> <li>• Hand over projects to assigned implementation teams within DPU once funding is confirmed, with context on the key decisions taken during proposal development.</li> </ul>
<b>Other Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide timely reports, data and information as requested.</li> <li>• Follow Plan International UK policies and procedures e.g. through timely and accurate entry of proposal and tender information into the database.</li> <li>• Undertake other tasks as requested by the Programme Development Manager.</li> </ul>

<b>General</b>	<ul style="list-style-type: none"> <li>• Ensure that all activities undertaken on behalf of Plan International UK, externally or internally, are in line with the overall aims of the organisation and with policies and procedures.</li> <li>• Participate in training and other activities as requested</li> </ul>
----------------	--

<b>Awareness and Representation</b>	<ul style="list-style-type: none"> <li>• Commitment to Plan's position on promoting girls' rights and gender equality, and integrating this into all aspects of work.</li> <li>• Commitment to child safeguarding and to being confident and competent in meeting safeguarding responsibilities</li> </ul>
-------------------------------------	--

<b>Level of Child Protection Responsibility</b>	Medium - Have responsibility for ensuring Child Protection procedures or policies are adhered to.
<b>Level of Budgetary Responsibility</b>	None – (development of future budgets)

*This is not intended to be an exhaustive list. Your job description may be subject to change.*

<b>Date Created</b>	June 2018
---------------------	-----------

# PLAN INTERNATIONAL UK PERSON SPECIFICATION

## PERSONAL COMPETENCIES

Competency Title	The successful candidate will be able to....
<b>Communicating with all stakeholders</b>	<ul style="list-style-type: none"> <li>• Communicate to a high standard verbally and in writing in English, with the ability to adapt styles to address different audiences tactfully and diplomatically.</li> <li>• Negotiate effectively with donors, partners, Country Offices, funders and sub-contractors; able to network and be confident liaising with senior donor and government staff.</li> <li>• Put forward the benefits of Plan International UK's programmatic and organisational offering with the above stakeholders.</li> </ul>
<b>Working effectively and efficiently</b>	<ul style="list-style-type: none"> <li>• Work accurately and efficiently to deadlines and targets managing a wide and varied workload, using strong organisational skills.</li> <li>• Put together complex proposal and tender documentation (including budgets) following funder templates and ensuring logical presentation, deliverability of project, and good cost recovery.</li> <li>• Keep abreast of new trends in the sector.</li> </ul>
<b>Demonstrating Plan values</b>	<ul style="list-style-type: none"> <li>• Be an enthusiastic and efficient member of a team and build and maintain good relationships with team members.</li> </ul>

## RELEVANT EXPERIENCE

### The successful candidate will have experience of ....

Proven experience of developing high quality proposals and/or tenders for institutional donors, particularly DFID, multilaterals or the EC.

Experience of working remotely with multiple countries and partners to develop proposals/tenders to a range of donors within tight time frames.

Putting together budgets for complex projects.

Effective representation and donor liaison.

Experience of working on proposals/tenders/programmes that have had a transformative impact on the life of girls and young women

Demonstrable experience of working/volunteering overseas in a developing country on international development projects would be an advantage.

SPECIFIC SKILLS AND KNOWLEDGE	
The successful candidate will have the ability to....	The successful candidate will have knowledge of....
Demonstrate an awareness of child protection issues	Development issues demonstrated by a relevant degree-level qualification (knowledge of child rights programming particularly desirable) or equivalent experience
Coach key members of staff in Country Offices in best practices for proposal development e.g. by facilitating proposal design workshops.	Donor contractual requirements/priorities, particularly DFID and EC.
Liaising with Grants Finance staff to develop budgets and resolve financial issues.	Participatory approaches to Monitoring and Evaluation
Be creative and resourceful about overcoming challenges.	Representing organisations in external processes
The ability to communicate clearly and concisely in written and spoken French would be an advantage but is not essential	Developing and managing systems and processes related to proposal development
Undertake regular travel (estimated at 25% of the time)	Gender analysis frameworks (desirable)
	IT programmes (Word and Excel, including spreadsheets and databases)
	Commercial approaches to development (desirable)
	In-depth technical experience in Plan International UK's priority themes (desirable)