

PLAN INTERNATIONAL UK JOB PROFILE

Job Title	Programme Development Specialist
Department	Policy and Programmes
Unit	Development Programmes Unit (DPU)
Grade	3
Salary	£38,771 per annum
Contract type	Permanent, full time (34.5 hours per week)
Reporting to	Programme Development Manager

Overview of Department

Plan International UK is an independent development and humanitarian charity that advances children's rights and equality for girls. We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion and discrimination. And it's girls who are most affected. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children. We support children's rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. We have been building powerful partnerships for children for 80 years, and are now active in more than 70 countries. By 2022 we want to help 100 million girls learn, lead, decide and thrive.

The 65-person Policy and Programmes Directorate supports these aims by ensuring that Plan International UK delivers the highest quality policy and programmes. This is an exciting time to join as we implement a range of ambitious plans designed to make us 'the' best among our peers. We want to be known for our expertise in girl's rights and youth, highly-competitive in Education, Economic Security, Child Protection, Sexual Reproductive Health and Rights (SRHR) and Water, Sanitation and Hygiene (WASH), and be seen as an ambitious, quickly expanding player in the humanitarian space. We constantly enhance programme quality and effectiveness, raise income from institutional donors (like the British Government), and drive change through setting and influencing policy agendas.

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:

- 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.

The position requires regular travel (estimated 25%-30%).

While each Programme Development Specialist will have assigned Country Offices that they will normally work with (for this role the Specialist will work with the East and Southern Africa region), there is also the need for flexibility to work with others as requested by the Programme Development Manager, e.g. when there are surges of work with particular countries.

Key Deliverables	Key Activities
Networking and opportunity identification	<ul style="list-style-type: none"> • Build strong links with key donors (e.g. DFID, EC, multilaterals) in-country in assigned Country Offices and centrally. • Catalyse regular and productive donor liaison by Country Office staff in assigned countries through coaching and joint visits. • Scope and identify new funding opportunities with institutional donors, including proactive generation of opportunities. • Keep up to date on priorities of institutional donors to which Plan International UK is eligible to apply.
Proposal and tender development	<ul style="list-style-type: none"> • 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. • Work in close collaboration with Country Office staff and consortium partners where applicable. • 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).
Project initiation processes	<ul style="list-style-type: none"> • 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. • Maintain positive working relationships with donors, Country Office staff and partners during such negotiation processes. • 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. • Hand over projects to assigned implementation teams within DPU once funding is confirmed, with context on the key decisions taken during proposal development.
Other Responsibilities	<ul style="list-style-type: none"> • Provide timely reports, data and information as requested. • Follow Plan International UK policies and procedures e.g. through timely and accurate entry of proposal and tender information into the database. • Undertake other tasks as requested by the Programme Development Manager.

General	<ul style="list-style-type: none"> • 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. • Participate in training and other activities as requested
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Awareness and Representation	<ul style="list-style-type: none"> • Commitment to Plan's position on promoting girls' rights and gender equality, and integrating this into all aspects of work. • Commitment to child safeguarding and to being confident and competent in meeting safeguarding responsibilities
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Level of Child Protection Responsibility	Medium - Have responsibility for ensuring Child Protection procedures or policies are adhered to.
Level of Budgetary Responsibility	None – (development of future budgets)

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

Date Created	June 2017
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PLAN INTERNATIONAL UK PERSON SPECIFICATION

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

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.
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.
Design 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	Developing and managing systems and processes related to proposal development.
	IT programmes (Word and Excel, including spreadsheets and databases).
	Commercial approaches to development (preferable).
	In-depth technical experience in Plan's priority themes (desirable)