



Job description and person specification

Job title: UK Programme Officer

Location: Hybrid, with at least one day a week in the office in Bristol

Duration: Full time, Permanent

Working hours: full time, 35 hours a week, flexible hours possible

Salary: £32,165 + competitive holiday + pension

Start date: as soon as possible

Responsible to: Programme Manager

Overall aim:

As Programme Officer you will support the Programme Manager, Head of Programme Management and colleagues across Tree Aid's Anglophone portfolio in Africa in monitoring donor contracts and compliance with donor requirements; timely project delivery and budget utilisation; adherence to the charity's policies and standards.

Key objectives:

- **Backstopping Tree Aid programmes** – work closely with in-country team to ensure projects are adequately resourced and delivering agreed targets within budget.
- **Monitoring and Reporting** - Reports are prepared to a high quality within the deadlines set by the donor, and have gone through the necessary internal reviews
- **Knowledge Management** - Ensuring Tree Aid systematically learns from successes and challenges and that best practice for project and resource management is upheld.
- **Financial Support and Resource Mobilisation** – Preparing and submitting invoices on-time to ensure that Tree Aid projects have healthy cash flow.

Key roles/ tasks:

PROJECT BACKSTOPPING

- Carry out regular calls with in-country programme staff to update on progress, escalating any concerns with your manager in weekly check-ins



- Support the team to ensure the budgets are used effectively and efficiently, reforecasting where necessary
- Produce/support development of partner contracts.
- Build capacity of colleagues in Ethiopia and Ghana on digital tools for project management.
- Support review of ToRs, contracts, deliverables, reports relating to Agroforestry, natural resource management, entrepreneurship and forest-governance.
- Participate in field trips to Ethiopia and Ghana as required

MONITORING AND REPORTING

- Work alongside MEL team to establish clear MEL plans for each project and support the in-country teams to deliver to these.
- Take a lead in the management of the reporting cycle for Tree Aid's anglophone portfolio. Ensuring that the reports are prepared to a high quality within the deadlines set by the donor and have gone through the necessary internal reviews.
- Participate in internal quarterly review meetings.
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KNOWLEDGE MANAGEMENT AND COMMUNICATION

- Ensure all the important project documents are on SharePoint and support colleagues to do likewise.
- Make use of MS tools to ensure that there is good understanding across the team of the critical actions and deadlines.
- Play a critical role in the systematic and automatic capturing of lessons learned
- Participate in building capacity of in-country colleagues for use of internal tools.

FINANCIAL SUPPORT & RESOURCE MOBILISATION

- Ensure that each project has an up-to-date claims and invoice tracker
- Submit invoices to donors according to the schedule and or milestones being met.
- Submit Budget Change requests to donors, with support from Programme Manager and Finance colleagues.
- Work with Finance colleagues to ensure that financial reports are accurate and submitted on time.

LEARNING AND DEVELOPMENT



- Participate in an annual appraisal to reflect on personal progress and set new development goals
- Benefit from Tree Aid's support in exploring growth opportunities and pursuing your professional development interests
- Option to participate in weekly French classes.

Person specification:

E = Essential criteria

D = Desirable criteria

Personal qualities

- A commitment to Tree Aid's values (E)
- Able to work as part of a cross-cultural team particularly with staff for whom English is not their first language (E)
- Able to work flexibly and be adaptable (E)
- Shows Initiative, and can work with minimum supervision (E)

Experience

- Minimum 3 years' experience of project management ideally in an international development / environmental organisation (E)
- Experience of budgeting and donor reporting (D)
- Experience of database management (D)

Skills/Knowledge

- Excellent organisational skills, ability to work quickly and efficiently with high levels of precision and prioritise a busy workload (E)
- Ability to thrive in cross-cultural teams, working effectively with colleagues and partners for whom English may not be a first language, with enthusiasm for building capacity where relevant (E)
- Strong IT proficiency, particularly in Excel (E)
- Excellent writing skills, with high attention to detail and a track record of producing high-quality donor reports (E)
- Understanding of Monitoring and Evaluation frameworks in the International Development context (D)
- Comfortable with preparing and managing financial reports (D)
- Enthusiastic and comfortable to travel to West Africa (1-3 times per year) (D)

**Qualifications**

- Educated to Degree level in a field related to International Development, Environmental studies, social sciences (E)
- Masters in a field related to International Development, Environmental studies, social sciences (D)