



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: UK Programme Officer

DURATION: Full time, Permanent

PURPOSE:

The Programme Officer supports the Head of Programme Management in monitoring donor contracts and compliance with donor requirements; timely project delivery and budget utilisation; adherence to Tree Aid's policies and standards.

There are two roles available to fill – one with a focus on Monitoring Evaluation and Learning, and one with a focus on voluntary carbon projects, so specific experience in these is desirable.

KEY OBJECTIVES:

- Backstopping Tree Aid programmes – monitoring projects to ensure they are adequately resourced and delivering agreed targets within budget.
- Supporting in the collation of Monitoring and Evaluation data
- Supporting programme implementation by working with teams in-country
- Support for Tree Aid's internal project reporting process and programme Management Information System.
- Administrative support to the Programmes team.

RESPONSIBLE TO Head of Programme Management (UK)

Location: Flexible, with regular visits to Bristol with occasional travel in Africa for work purpose

1. Backstopping Tree Aid programmes (50%)

- Monitoring Tree Aid project progress against annual work-plans through regular communications and quarterly project progress reports with relevant in-country teams.
- Providing feedback to country teams and Head of Programme Management on project variances and maintenance of project risk registers.
- Assist Head of Programme Management with monthly internal reporting on programme progress.

- Monitoring financial spend monthly.
- Liaise with finance team on the production of monthly project finance reports.
- Supporting the production of donor reports.
- Tracking donor invoicing and income.
- Ensure quarterly KPI information related to the projects is accurate and feeds into Tree Aid M&E system.

2. Supporting programme implementation (30%)

- Produce sub-partner contracts.
- Regular assurance checks with project managers that donor compliance and reporting requirements have been disseminated to partners and are being followed.
- Maintain accurate records of project documentation etc.
- Assist the Head of Programme Management with annual budgeting and reforecasting processes.
- Maintain register of partner training and capacity development.

3. Support for Tree Aid's internal project reporting process (10% of time)

- Record receipt of monthly and quarterly reports from country offices to UK and circulate as required within the UK Programmes team.

4. Support in management of comprehensive programme Management Information System (10% of time)

- Ensure that Tree Aid's project information system is accurate
- Any other duties as required by the Head of Programme Management or Director of Operations.

Person Specification (Essential = E, Desirable = D)

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

- 3 years' experience of project / contract management ideally in an international development organisation (E)
- Understanding of voluntary carbon markets and carbon certification projects (D)
- Database management (D)
- Experience of QGIS (D)

Skills/Knowledge

- Excellent organisational skills, ability to work quickly and efficiently with high levels of precision and prioritise a busy workload (D)
- Excellent IT skills specifically excel (E)
- Comfortable with preparing and managing financial reports (D)
- Excellent administration skills (E)
- Excellent communication skills (E)
- Excellent numeracy (E)
- Ability to work with English and French speaking staff (E)
- GIS Mapping (D)

Qualifications

- Educated to Degree level (E)