

## **JOB DESCRIPTION & PERSON SPECIFICATION**

**Job Title:** Head of Programme Funding (Maternity Cover)

**Reporting to:** Director of Programme

**Location:** Bristol, UK (Open to remote)

**Type of Contract:** 12-month (Fixed term contract)

**Salary:** £60,878 per annum

**Purpose:** Manages the work of Tree Aid to maximise and manage restricted income from Institutions, corporates, trusts and foundations.

### **Key Objectives:**

- To actively develop and manage the institutional, corporate, trust and foundation funding portfolio, producing regular progress reports for the Director of Programmes.
- To lead preparation and submission of project documents
- To support Country Directors/Managers to engage proactively and strategically with key donors in country.
- To train and support Tree Aid teams in proposal development, donor compliance and reporting.
- Manage properly all the reporting staff.
- Fulfill all duties and responsibilities assigned to the members of the Head of Unit

### **Responsibilities:**

**Actively develop and manage the institutional, corporate, trust and foundation funding portfolio, producing regular progress reports for the Director of Programmes. (30% of time).**

- Implement the restricted income Strategy and annual Action Plan; including liaising closely with country teams to develop national funding plans within country strategies.
- Identify and manage relationships with a portfolio of donors including institutional donors, corporates, trusts and foundations, which may fund Tree Aid's programme.
- With Senior Management, plan and coordinate donor engagement activities and maintain communications.
- Represent Tree Aid in Institutional funding related groups and networks.
- Monitor and track the progress of all identified funding opportunities ensuring that relevant teams are alerted to potential opportunities and requirements; and the processes for proceeding are followed.

- Maintain oversight of funding pipeline tools working with the UK and country teams and submit monthly progress reports to Senior Management Team and staff.
- Ensure that feedback and learning from project bids - both successful and unsuccessful - is shared across the organisation and is used to inform future programme design.
- Contribute to the donor reporting and ensure that the match funding reports are done in time and meet the quality standards

**Lead preparation and submission of project proposals that secure funding. (30% of time).**

- Lead the internal go/non go process in collaboration with the Senior Management Team and the West Africa regional team
- Lead proposal development to deliver against income targets; provide guidance and advice to project teams, establish deadlines and milestones during the process, and carrying out proposal development workshops with country teams, drafting sections of proposals, and coordinating inputs. Ensure submissions meet quality standards and are in accordance to donor guidance and templates. Ensure that Tree Aid's procedures and processes are respected.
- Work with the Programme team in the UK and Africa to identify and track emerging funding opportunities.
- Manage associate consultant contributions to proposal development as required.
- Propose and implement process improvements to strengthen Tree Aid's ability to grow its restricted income.

**Support Country Directors/Managers to engage proactively and strategically with key donors in country. (10% of time)**

- Support Country Directors and their team to prioritise and target in- country donors including by supporting the development of in-country donor mapping
- Accompany and support country Directors/Managers to target and promote Tree Aid effectively and provide training when needed.
- Integrate in-country donor feedback into annual work plans.

**Support and train Tree Aid teams in proposal development and grant management. (10% of time)**

- Provide clear and concise guidance for Programme team in donor reporting and compliance requirements for each project proposal and successfully secured contract, supporting in and contract negotiation processes.
- Develop and implement training for Programme team in good practice in proposal development and grant management.
- Provide ongoing mentoring and support to Country managers/Directors and their teams.

**To line manage and support the reporting staff (10% of time).**

- To performance manage the two Programme Funding Officers Trusts and other reporting staff, supervise them and manage prioritisation and delivery of their work.
- To regularly appraise Programme staff, ensuring the development of work plans and objectives as well as professional development and support country managers to target and promote Tree Aid effectively. Any other duties as required.

**Contribute to carbon finance partnership**

- Represent Tree Aid in carbon finance opportunities and partnerships
- Coordinate the development of carbon finance projects
- Maintain communication and relationship with carbon finance partners
- Follow the carbon market and advise the Management/Programme team about the risks and opportunities

**Fulfill all duties and responsibilities assigned to the members of the Head of Unit**

- Support the strategic development of the organisation
- Attend the regular Head of Unit meetings and the Senior Leadership meetings
- Represent their units and communicate key Head of Unit discussions to relevant staff.
- Foster cross-department collaboration and contribute to resolve interdepartmental topics collaboratively and proactively
- Identify risks and opportunities within their areas of responsibility that have organisation-wide implications.
- Contribute to facilitating the information flow between the Senior Management team and the rest of the Tree Aid staff
- Contribute to improve systems, procedures and policies

**PERSON SPECIFICATION****Experience / Skills.**

- Knowledge of International Development issues that impact on Tree Aid's programmes.
- Knowledge about Voluntary Carbon market
- Demonstrated knowledge of European and other Institutional donors, trusts and foundations with a successful track record of fundraising from Institutional donors.
- At least 5 years' experience in the not-for-profit sector.
- Excellent written, analytical, research and proof-reading skills
- High level of computer literacy (MS Word, Excel and power point), experience of using a database.

- At least 3 years' experience at manager level in fundraising and project management roles.
- Financial acumen and the ability to interpret and analyse budgets and financial reports
- Demonstrated success of restricted fundraising income generation
- Demonstrated success of managing project development process including multiple stakeholders, several countries and a 6 figures budget.
- Excellent working knowledge of French and (written and spoken)

### **Competencies**

- Very good interpersonal and communication skills, outgoing manner, able to establish relationships with a variety of people and to be confident dealing with people in senior positions.
- Ability to manage oneself with minimum supervision.
- Ability to manage several projects development and reports writing at the same time, with sometimes short deadlines
- Planning and decision-making, delivers on commitments and ability to make clear, informed and timely decisions appropriate to the role.
- Creativity and innovation: seeks out, develops and successfully implements new ideas, builds on proven approaches and learns from ongoing work to improve it.

### **Other**

- Commitment to Tree Aid's aims, values and objectives
- Adaptable, prepared to travel to meetings, conferences and training etc. in UK, and undertake work trips to programme countries