



## **Job description and person specification template**

**Job title:** UK Programme and Data Officer

**Location:** Bristol

**Duration:** Permanent

**Working hours:** Full time, 35 hours a week

**Salary:** £26,796 pa + competitive holiday + pension

**Start date:** As soon as possible

**Responsible to:** Programme Manager

**Responsible for:** Occasional volunteers

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### **Overall aim:**

This is a fantastic opportunity to support transformational change in the drylands of Africa, using forestry and natural resource management to relieve poverty and protect the environment. Tree Aid is unique in what we do and have great potential and are growing fast. The role will support the management of project delivery for some of Tree Aid's ongoing projects (to be determined) and on the management of data collection, analysis and storage from across all of Tree Aid's projects.

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### **Key objectives:**

- Backstopping TREE AID programmes – monitoring projects to ensure they are adequately resourced and delivering agreed targets within budget.
- Support for TREE AID's internal project reporting process and programme Management Information System.
- Manage M&E Data Sets
- Create and maintain appropriate data management systems.
- Provide data analysis to support project proposals, reports and reviews
- Carry out ad hoc and regular data selections, reports and analyses from a variety of project data sets.

### **Key roles/ tasks:**

#### **Backstopping TREE AID programmes (20%)**

- Monitoring project progress against annual work-plans through regular communications and quarterly project progress reports with project teams.
- Providing feedback to country teams and Programme Manager on project variances and maintenance of project risk registers.



- Assist programme manager with monthly internal reporting on programme progress.
- Produce donor reports.
- Monitoring financial spend monthly.
- Liaise with finance team on the production of monthly project finance reports.
- Tracking donor invoicing and income.
- Assist programme manager to ensure quarterly KPI information is accurate and feeds into TREE AID M&E system.

**2. Supporting programme implementation (15%)**

- Assist the Programme Manager to draft 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 Programme Manager with annual budgeting and reforecasting processes.

**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 Operations team.

**4. Support in management of comprehensive programme Management Information System (5% of time)**

- Ensure that TREE AID's project information system on Salesforce is current and accurate.
- Produce monthly project progress reports from Salesforce.

**5. Manage M&E Data Sets (25%)**

- Data wrangling, cleaning, and processing.
- Manage data quality and consistency across data sets.
- Create and maintain appropriate data management systems.

**6. Provide data analysis to support project proposals, reports and reviews (20%)**

- Carry out ad hoc and regular data selections, reports and analyses from a variety of project data sets.
- Provide ad hoc support to the wider Operations team to carry out non-standard analysis, reports, data entry and imports.

**5. Administrative activities as part of Operations team (5% of time)**

**Including:**

- Any other duties as required by the Programme Manager or Director of Operations.



## 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

- Experience of project / contract management ideally in an international development organisation (E)
- Database management (E)
- Experience of python, R and Excel (E)
- 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 python, R and 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)