# 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 is also a focus on Monitoring, Evaluation and Learning, as the role will provide support to the Monitoring, Evaluation and Learning advisor.

**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

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**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.

1. **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 in French and 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 Monitoring and Evaluation frameworks in the International Development context (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)