

## JOB PROFILE

How to Apply for this Job

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Tom Price/Tearfund

### Background on Tearfund

**Who we are:** We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental and spiritual. See: Tearfund's [Theory of Mission](#)

**Our vision:** To see people freed from poverty, living transformed lives and reaching their God-given potential

**Our mission:** We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

**Our values:** We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

*Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8*

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### Tearfund's Application Process

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading through this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact [recruitment@tearfund.org](mailto:recruitment@tearfund.org).

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

|                |                                    |
|----------------|------------------------------------|
| Job Title      | Programme Funding Coordinator- CAR |
| Group          | International Group                |
| Team           | Central African Republic (CAR)     |
| Location       | Bangui                             |
| Responsible to | Deputy Country Director            |

## Part 1 – Job description

### 1. Main purpose of the job

The Programme Funding Coordinator assists the Programme team and partners to produce high quality proposals to access donor funding for both the operational programme and selected partners, and to provide accountability to those donors while ensuring compliance to donor and Tearfund rules and conditions. As a member of the Senior Management Team (SMT) the role is responsible for coordinating all donor proposals and reporting, and donor project knowledge management systems within the Country. This requires working closely with both Tearfund and local partner staff to draft and edit donor proposals and reports; coordinate compliance with various institutional donor rules, Tearfund policies and National Government processes; coordinate and support donor field visits, audits and evaluations; document beneficiary stories; lead analysis of field experience to derive lessons learned; write news and prayer letters on request; cultivate and coordinate cluster meeting attendance in-country; maintain a personal network of donors and INGOs; and share best practice.

### 2. Position in organisation

- Grade: 3
- Directly reports to the Deputy Country Director.
- Closely coordinates with the Country Office Senior Management Team, Technical Advisers and Programme Support Staff.
- Liaises closely with our operational programme and partnerships teams.
- Liaises closely with partners involved in accessing donor funding.
- This role interacts and liaises with different teams within Tearfund, particularly Regional Programme Funding Manager, Programme Funding Lead and staff in HQ-UK and Tearfund family members, in relation to institutional funding and fundraising activities.
- Keeps the Senior Management Team abreast of ongoing work interaction and communication with donors and teams external to the country team.

### 3. Tearfund's Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are encouraged to:-

- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theory of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

#### **4. Organisational requirements**

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

#### **5. Scope of job**

- Donor scoping
- Donor and Consortium business development
- Partner assessment and capacity building
- Project design and proposal writing
- Ensuring Donor / TF compliance
- Monitoring of the implementation
- Producing reports of high quality and on time as required by the donors
- Management of CAR grants staff
- Analysis and sharing of field experience / lessons learned

#### **6. Duties & Key Responsibilities**

The Programme Funding Coordinator is responsible for the management of the team who will carry out the following responsibilities in Tearfund's CAR team.

##### Donor scoping

- Keep the Senior Management Team updated on key donor strategies and priorities, and aware of specific calls for proposals, in conjunction with the Programme Funding Team in the region and UK.
- Liaise with the Regional Programme Funding Managers to scope new donor opportunities in the country or within the region and to follow up on calls that are shared with the CAR Country office.
- Support the Deputy Country Director and the regional Programme Funding Manager in updating and maintaining/further developing the CAR Funding Strategy and accompanying action plan.

##### Donor and consortium business development

- Support the country lead in developing and maintaining donor relations with in-country donor agencies, and with potential and actual consortium partners through face-to-face meetings, email and phone.
- Update Regional Programme Funding Manager on progress made in donor engagement sharing minutes of meetings in order that CAR may be linked into organisational learning led by UK Donor Leads.
- Arrange and coordinate in-country donor visits for monitoring and evaluation, in consultation with country lead and the wider SMT.
- Proactively network with potential consortium partners and donors, this includes strategy meetings, pre-positioning, donor workshops and initial greet and meets.

##### Partner assessment and capacity building

- Be part of the team involved in assessing partners' systems and capacity to implement donor funded projects/programmes.
- Support the design and delivery of partners capacity building initiatives in coordination with the partnerships team

##### Project design and proposal writing

- Support in-country staff and partners to gather required baseline data through participatory needs, markets, capacity & vulnerability assessments and secondary data sources.
- Coordinate the provision and sharing of the required information for Project Development Meetings (PDMs), to ensure relevant authorisation is gained prior to donor submissions, while ensuring any recommendations are adopted into the final submission.

- Lead the country team and grants team in drafting concept notes and proposals, including budgets (working closely with finance) and any required supporting documentation, while ensuring donor guidelines are followed, and in close coordination with all those involved in the management of projects and programmes.
- Ensure all donor submissions are in line with Tearfund's Quality Standards, PCM and sector good practice, and reflect the priorities outlined in the country programme.

#### Ensuring Donor / TF compliance

- Facilitating the signing of donor contracts ensuring legal review, sign off within delegated authorities. Ensure the Tearfund CAR team is aware of, and able to meet the contractual commitments made by signing off.
- Support the training and ongoing accompanying of staff and partners on the contractual agreements and donor rules and regulations of the signed contracts.
- Coordinate the monitoring of compliance to specific donor rules and regulations, highlighting areas of insufficient compliance to SMT.
- In collaboration with the SMT monitor the implementation of the project closure guidelines at the end of every project.

#### Monitoring of the implementation

- Regularly visit and coordinate visits of activities on the ground to verify accuracy of reports and alignment to agreement
- Support in providing required information to donors, the regional office, and HQ, such as evidence of branding, visibility and financial supporting documents (scans or copies), among others
- Ensure availability and appropriate use of programming information to be used in reports, information briefs, bulletins and case studies.
- In consultation with the SMT maintain a standard filing system to ensure core donor and project related documentation is held and accessible, using effective paper and electronic filing systems in accordance with Tearfund standard procedures.
- Provide appropriate support in planning and accompanying donor visits to the projects.

#### Producing reports of high quality and on time as required by the donors

- Edit and undertake a final proof reading of all documentation prior to submission to ensure quality control, focusing on clarity, consistency, and application of PCM good practice.
- Support the country team to coordinate all project related reporting, and act as the point of contact for project related information to and from the donor (via UK where applicable), document case studies and beneficiary stories, coordinating responses to requests and disseminated information to programme staff.
- Oversee and maintain the programme's Grant Management Information System (GMIS) and update the centrally managed Acquisition Management Tracker to ensure the timely and quality submission of internal and external proposals and reports, setting deadlines for submission of draft documents
- Produce prayer updates for Tearfund supporters, where requested.

#### Analysis and sharing of field experience/ lessons learned

- Actively draw out lessons to be shared within the team, but also with the broader regional and technical teams. Participate in and organise learning reviews for proposals and projects in CAR.
- Support and facilitate the country team to undertake internal end of project reviews, and external evaluations, to ensure learning is captured, understood and disseminated within the programme and corporately for possible inclusion into emerging best practice and policy formulation.
- Participate actively and share updates with the global Funding Forum

Part 2 – Person specification

Job title: Programme Funding Coordinator

|                    | ESSENTIAL  | DESIRABLE  |
|--------------------|--|--|
| Qualifications     | <ul style="list-style-type: none"> <li>Degree or equivalent qualification in development, humanitarian affairs, international relations, or other relevant course</li> </ul>   | <ul style="list-style-type: none"> <li>Masters' Degree in Social Sciences or International Development Studies</li> </ul>  |
| Experience         | <ul style="list-style-type: none"> <li>Substantial experience working in Local and/or International NGO with similar position: grant management, proposal development (narrative and budgets) and donor reporting</li> <li>Proven ability to develop winning proposals for public and/or private sector donors (including one or more of FCDO, USAID, EU and multilateral donor mechanisms)</li> <li>Experience in logframe development and Project Cycle Management</li> <li>Ability to coordinate large scale proposal development with staff based globally.</li> <li>Experience of managing people and teams.</li> </ul>   | <ul style="list-style-type: none"> <li>Experience in capacity-building national and international staff in reporting and proposal writing</li> <li>Working to SPHERE Standards, People In Aid, Red Cross Codes of Conduct &amp; HAP Principles</li> <li>Experience in project implementation</li> <li>Experience of developing consortiums or coordinating grant management amongst a consortium.</li> </ul> |
| Skills/Abilities   | <ul style="list-style-type: none"> <li>Excellent English language, written and verbal communication skills</li> <li>Excellent French language, written and verbal communication skills</li> <li>Ability to communicate easily and understanding of development communication</li> <li>Excellent organisation and administrative capacity</li> <li>Strong interpersonal and team coordination skills</li> <li>Good numeracy skills and Proficiency in Microsoft Excel Intermediate Microsoft Word, PowerPoint and Outlook skills</li> <li>Ability to analyse and interpret data</li> <li>Excellent problem solving skills and ability to learn quickly</li> <li>Strong negotiation and representation skills</li> <li>Ability to lead and facilitate team prayer and Bible studies</li> <li>Ability and commitment to apply biblical principles prayerfully within all aspects of the role</li> </ul> | <ul style="list-style-type: none"> <li>Budget analysis and management skills</li> </ul>  |
| Personal Qualities | <ul style="list-style-type: none"> <li>Committed Christian</li> <li>Humanitarian &amp; Christian motivation</li> <li>Emotionally and spiritually mature</li> <li>A strong team player and a practical desire to support the field- and country office team</li> </ul>  |  |

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|   | <ul style="list-style-type: none"> <li>• Understanding and sensitivity to cross cultural issues</li> <li>• Ability to remain calm under pressure</li> <li>• Diplomatic and determined</li> <li>• Willingness to travel and stay in basic conditions</li> <li>• An understanding of and a commitment to Tearfund's Mission, Values and Beliefs Statement</li> </ul> |  |
| <p>OTHER COMMENTS:<br/> This role is Internally known as Grants Information Advisor<br/> All roles require a DBS/Police check</p> |  |  |