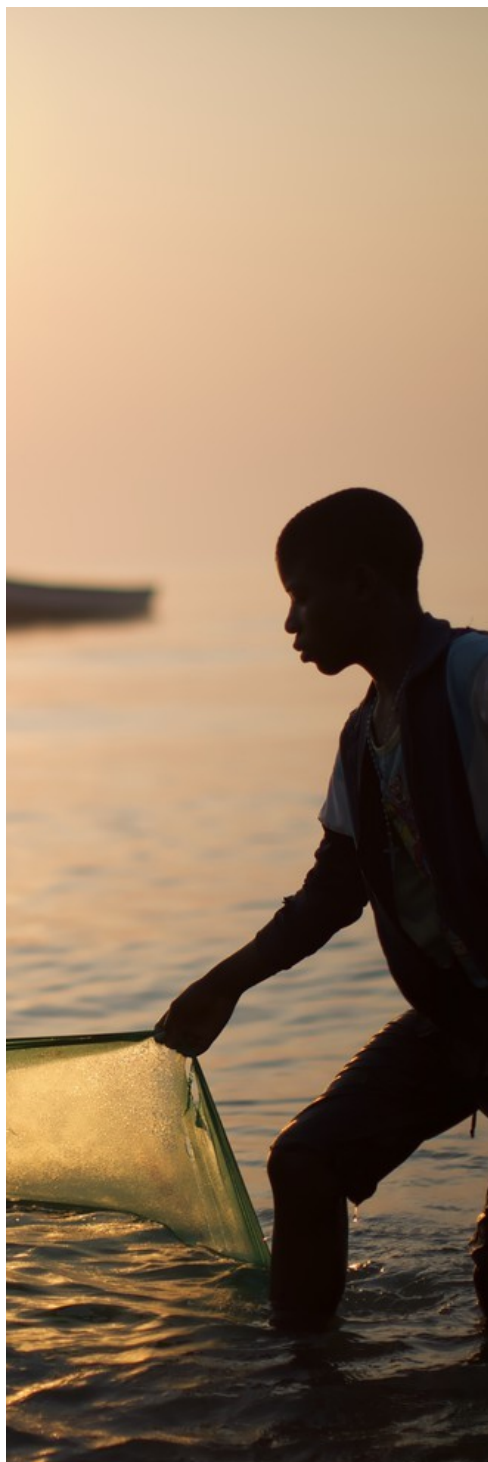


JOB PROFILE

How to Apply for this Job



Kieran Dodds/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

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 though 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.

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 Profile

Job Title	Programme Funding Officer
Group	International Group
Team	DRC
Location	Goma, DRC
Responsible to	Programme Funding Coordinator

Part 1 – Job description

1. Main purpose of the job

The Programme Funding Officer (PFO) supports the Programme Funding Coordinator (PFC) in coordinating all donor submission, including concept notes, proposals, reports and supporting documentation, and internal reporting, and oversees the project knowledge management systems within the programme. This will include working closely with Tearfund and partners to draft and edit donor proposals and reports; coordinate compliance with various institutional donor rules, Tearfund policies and Government processes; schedule evaluations; document success stories; lead analysis of field experience to derive lessons learned; write news and prayer letters; and share best practice.

2. Position in organisation

- Grade 4
- Reports to: Programme Funding Coordinator
- Works closely with: Country Director, Deputy Country Director, Area Coordinators, Senior Human Resource Manager, Logistic Manager and Finance Managers
- Works closely with: Programme Funding Manager and the wider Programme Support and Funding Team (PSFT).
- Liaises with: Partners involved in donor funding.
- Liaises with: Partnerships and Connected Church in relation to fundraising activities and information requests.

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. Key Responsibilities

5.1. Programme Strategy

- Support the PFC to keep the Senior Management Team (SMT) updated on key donor strategies and priorities, and aware of specific calls for proposals, in conjunction with the Programme Funding Team.

5.2. Project / Support function management

Project Cycle Management

- Support the PFC to coordinate all aspects of grant management – including proposal writing, internal Project Development Meetings, reporting, internal checklists, evaluations & audits – in order to facilitate timely submission of proposals, reports, modifications and extension requests for public and private sector donors, including institutional donors and UN agencies.
- Assist and coach staff and partners to document high quality participatory needs, capacity & vulnerability assessments.
- Coordinate the drafting of concept notes, proposals, and reports including budgets (working closely with finance) and required supporting documentation, ensuring donor guidelines are followed.
- Edit and undertake a final in-country proof reading of documentation prior to submission to ensure quality control, focusing on clarity, consistency, and application of PCM good practice.
- Provide capacity building and training for project and partner staff on proposal development, reporting and donor compliance issues.
- Support the PFC to review monthly internal reporting to monitor project progress and donor compliance to donor terms and conditions, highlighting areas of insufficient progress and compliance to Senior Management.
- Support the PFC to coordinate all project related internal reporting within the programme and to cluster, and act as the point of contact for project related information to and from the UK, document case studies and beneficiary stories, coordinating responses to requests and disseminated information to programme staff.
- Undertake regular field visits to build relationships with staff and partners, and to monitor project progress.

Learning

- Facilitate, participate in and document mid and end of project reviews and evaluations, ensuring learning is understood and disseminated within the country, region and to wider Tearfund.
- Write case studies and success stories from project work.
- Promote and encourage staff openness to learning and identify issues from project experience for analysis, dialogue and possible incorporation into emerging best practice and policy formulation.

5.3. Corporate policy and compliance

- Ensure compliance of projects to Tearfund's Global Process System (GPS) for the development and implementation of project proposals, reporting, monitoring, evaluation, implementation of audit recommendations, learning, project completion and for compliance with donor terms and conditions.

- In collaboration with the PFC maintain the programme's Grant Management Information System (GMIS) to ensure the timely and quality submission of internal and external proposals and reports, setting deadlines for submission of draft documents.
- Ensure all donor submissions are in line with Tearfund's Quality Standards, good practice for PCM and the relevant sector, and reflect the priorities of the Country Programme Strategy.
- In consultation with the PFC 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, and available for donor audit.
- In collaboration with the PFC monitor the implementation of the project closure guidelines at the end of every project.
- Coordinate the monitoring of compliance to specific donor rules and regulations, highlighting areas of insufficient compliance to SMT.
- Ensure availability and appropriate use of programming information to be used in internal reports, information briefs, bulletins, prayer updates and case studies.

5.4. External representation

- As delegated by the PFC attend relevant inter-agency coordination and donor meetings as required.
- Support the PFC in seeking donor engagement, developing and maintaining donor relations through email, phone and face-to-face meetings.
- Organise and accompany donor field visits.
- Be proactive in formal and informal networking with other NGOs, and support the PFC in consortium forming, including undertaking due diligence on consortium partners.

Part 2 – Person specification

Job title: Programme Funding Officer

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Degree or equivalent qualification in international development, humanitarian affairs, journalism, international relations, or other relevant discipline 	
Experience	<ul style="list-style-type: none"> Proven experience in grant management, proposal development (narrative and budgets) and donor reporting Proven ability to develop winning proposals for public and/or private sector donors Experience Project Cycle Management including developing logframes Experience in conveying stories and case studies to external audiences in an appropriate and timely manner Proven application of good practice standards: SPHERE, Core Humanitarian Standard and Red Cross Codes of Conduct. 	<ul style="list-style-type: none"> Experience with FCDO, USAID, EU and multilateral donor mechanisms. Experience in capacity building, coaching and accompaniment Experience in project implementation Experience in working in consortiums Experience in working with local partners
Skills/Abilities	<ul style="list-style-type: none"> Ability and commitment to apply biblical principles prayerfully within all aspects of the role Ability to lead, participate and facilitate in collective staff prayer and bible studies Fluent in written and spoken English, Fluent in written and spoken French Excellent written and verbal communication skills Excellent organisation and administrative capacity Strong interpersonal and coordination skills Good numeracy skills. Ability to safeguard the wellbeing of children and vulnerable adults Good computer skills (MS Office, Google Suite) 	<ul style="list-style-type: none"> Ability to work with spreadsheets and an aptitude for numbers Budget managements skills
Personal Qualities	<ul style="list-style-type: none"> Committed Christian with a personal relationship with God Committed to Tearfund's Mission, Values and Beliefs Self-disciplined with ability to work proactively, using own initiative. Flexible and resilient, able to accommodate changing priorities and to remain calm under pressure. Commitment to diversity and inclusion, including gender and disability. Demonstrates sensitivity and skills in cross cultural communication. Team oriented. Diplomatic Willingness to travel and live in basic conditions 	
OTHER COMMENTS: All roles require a DBS/Police check		

