

JOB PROFILE

How to Apply for this Job



Background on Tearfund

Who we are: We are a Christian organization partnering with the local church wherever possible to see a 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 [Theology 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 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.

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.

Tom Price/Tearfund

Job Profile

Job Title	Senior Programme Funding Manager
Group	International Group
Team	East & Central Africa Team
Location	DRC, CAR, South Sudan, Rwanda, Ethiopia & Burundi
Responsible to	ECA Strategy & Quality Lead

Part 1 – Job description

1. The main purpose of the job

To lead the growth of the ECA funding portfolio considering the contextual needs of the Country's Operating Models. The role is required to strengthen the institutional funding capacity of the Program funding team (Program Funding Manager, country and partner teams), develop high-quality proposals for institutional donors with the PFM and the country teams, develop and manage consortia and multi-country proposals, contribute to building the funding portfolio in the region through the mapping, cultivation and external engagement with new and current donors.

2. Position in organization

- Reports to ECA Strategy & Quality Lead.
- Matrix management to Head of Programme Funding, and member of the Senior Management Team of Programme Funding and Support Team.
- Line management of the ECA Programme Funding Manager.
- Accompany staff involved in complex and partner-plus programs including Country Directors and Deputies, Programme Funding Coordinators/Officers.

3. Tearfund's Christian culture

We believe that prayer and discernment are fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty, and transforming lives. As a Tearfund staff member, you are expected 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 theology of mission
- Maintain your own spiritual development, discover your gifts/callings, and grow in discipleship

4. Organizational requirements

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfill 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 shares a 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

- Programme Funding strategy
- Donor knowledge and learning
- Donor relations and networking
- Donor acquisition
- Grant donor compliance management
- Training and development

6. Duties & Key Responsibilities

Programme Funding Strategy

- Support the strategy development and program design processes that country teams periodically engage in.
- Equip county teams with updated donor mapping and donor thematic knowledge to inform the development/adaptation of country funding plans.
- Work with countries to develop and implement country, regional, and multi-country funding plans aligned to the Country and Regional Strategic objectives.
- Identify relevant funding opportunities and share synopses for countries to inform whether they apply or not.

Acquisition

- Identify multi-country or regional funding opportunities and lead the countries on the joint submissions.
- Identify relevant opportunities and distill these to country teams.
- Play a leading role, as appropriate in coordination with relevant teams, on complex bid development for the acquisition of new funding.

Donor knowledge and learning

- Aligned to the Programme Funding Team's Capability workstream, regularly disseminate practical knowledge and learning to country field staff across the remit of Institutional Funding.
- Provide feedback to Donor Leads (DLs) regarding learning from field implementation and donor relationships to build the centralized body of knowledge
- Actively contribute to the development of Programme Funding capability workstream products.
- Arrange capacity development planning for Regional, Country staff, and partners in accordance with capacity assessments undertaken.
- Deliver training to Tearfund regional and Country staff and partners before and during delivery of agreed complex institutionally funded programs, on all practical aspects of program donor compliance.

Donor Relations and Networking

- Central contact with international and in-region donors and coordination with the Country Directors in relation to in-country donors of funded projects.
- Delegated contact for liaison for agreed donors under the program portfolio, maintaining relationships with regular visits and interactions.
- Act as lead contact for the pursuit of consortium opportunities.
- Network with other agencies who are receiving complex IF donor grants to share and apply learning
- Work collaboratively with the Tearfund Family to pursue and manage institutional funding.

Grant & Risk Management

- Work with country staff and partners to produce high-quality proposals to agreed deadlines.
- Lead the planning and organization required to develop consortium proposals with other NGOs and cross-team proposals across the organization.

- Conduct donor mapping based on Country Strategic priorities and use acquired intelligence
- from the donor landscape to advise countries on how to position themselves (program, fiduciary compliance competencies) to acquire funding.
- Ensure overall project financial and narrative reporting requirements, disbursements, and work plans are understood by the management lines and adhered to.
- Review and sign off proposals and reports, ensuring submissions are in accordance with donor requirements and of sufficient quality.
- Work with the Country programs to maintain contract information: filing of emails, electronic documents, and hard copies to fulfill internal and external auditing requirements, in conjunction with Donor Lead central files
- Facilitate Country programs to manage the project close down in liaison with the Audit & Compliance Officer, including archiving and managing the receipt of final payments from the donor.
- Establish a Technical Working Group to form a Communities of Practice within ECA to ensure lessons learned, recommendations and good practice in donor relations/grant management are shared across the Region.

Staff management

- Responsible for the line management and the performance management of the PFM in accordance with Tearfund's performance management system ensuring remedial action is taken to address any areas of poor performance.
- Assist with the outworking of the individual ECA country strategies and PF&S strategy through the alignment of personal objectives and daily tasks with the strategies.
- Ongoing mentoring of the GICs and Business Development Managers
- Matrix Management of the Grants and Information Coordinators

Part 2 – Person specification

Job title: Senior Programme Funding Manager

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Degree and/or equivalent qualification in a humanitarian, development, or management-related discipline. • At least seven years of experience in a similar role. 	<ul style="list-style-type: none"> • Relevant post-graduate qualification.
Experience	<ul style="list-style-type: none"> • Proven ability in securing funding and managing relationships with major institutional donors (such as USAID, FCDO, or the European Commission) preferably in Tearfund's Thematic areas (Livelihoods & Agriculture, Environment, WASH, Peacebuilding, Gender Based Violence and Psychosocial support, Disaster Preparedness, Response and Resilience.) • Significant experience of leading teams through Project design, planning, proposal writing and budgeting processes. • Extensive experience in needs assessment, project design, project proposal development and reporting. • Previous experience within the Relief and Development Sector. • Capacity building, training and/or mentoring.Experience identifying, setting up and managing consortia. 	<ul style="list-style-type: none"> • Experience of managing and implementing US government funding. • Financial management and auditing. • Line-management of staff. • Experience of NGO/private sector collaboration.

Skills/Abilities	<ul style="list-style-type: none"> ● Inspirational leadership of small teams ● Fluent in written and spoken English. ● Excellent written and verbal communication skills. ● Project monitoring and evaluation ● Facilitation, networking & influencing skills. ● Excellent analytical skills. ● Coaching and training skills. ● Able to work under pressure and meet deadlines. ● Able to work independently as well as effectively within a team. ● Financial aptitude and awareness of audit processes. ● Good computer skills (MS Office, Google Suite). ● Ability to work with children and vulnerable adults in an appropriate and safe manner in accordance with the ● Tearfund Safeguarding Policy. 	<ul style="list-style-type: none"> ● Competence in written and spoken French
Personal Qualities	<ul style="list-style-type: none"> ● Committed Christians able to live out Tearfund's values and lead others to do so: Christ-centred, courageous, truthful, compassionate, and servant-hearted. ● Demonstrates sensitivity and skills in cross-cultural communication. ● Innovative, dynamic, and proactive. ● Adaptability. ● Diligent and conscientious with work responsibilities. ● Self-disciplined with the ability to work proactively, using my own initiative. Flexibility & willingness to learn. 	

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	<ul style="list-style-type: none"> ● Motivating, inspiring, supportive, and encouraging. ● Having a vision for Tearfund's work and being able to articulate that vision with commitment and passion. 	
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OTHER COMMENTS:

- Regular travel across cluster countries is a requirement
- All roles require a DBS/Police check
- Tearfund is a member of the SCHR Misconduct Disclosure Scheme
- Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure