



Job Description

Job Title:	International Programmes Officer
Department:	Programme
Reporting to:	Programme Manager
Responsible for:	
Job Purpose:	The Programme Officer is responsible for developing and delivering programmes to address poverty as it manifests in the areas of health, education and livelihood, according to Lonely Orphans' strategic plan.

Main Responsibilities

1. To assist the Programme Manager in reviewing and revising Lonely Orphans' International Programmes strategy.
2. To build relationships with Government Departments, Local Authorities, Large Trusts and Foundations, Health Authorities and other relevant players.
3. To support the Programme Manager in initiating and designing programmes that are aimed at addressing poverty and inequality in the health, educational underachievement and livelihoods.
4. To support the Programme Manager in establishing and maintaining contacts with relevant players for the benefit of the local community and to address local issues that fall under the remit of the role.
5. To carry out the necessary due diligence required to submit successful funding proposals in conjunction with other partner organisations to ensure that we secure institutional funding for target programmes to address poverty agenda.
6. To support the Programme Manager in drafting and submitting bid proposals in line with Lonely Orphans' institutional fundraising targets to key players.
7. To ensure that all compliance related matters are addressed and transparent processes are implemented to protect funding streams once secured for target programmes.
8. To work closely with other Programmes Managers to ensure that each of the field offices are equipped to deliver agreed programmes.
9. To identify suitable partners internationally to involve in the proposal and project development.
10. To ensure adequate information flow on project activities to all concerned.
11. To assist the Programme Manager in identifying and preparing case studies and reports for use in promotional material.
12. To liaise with partner organisations and beneficiaries to ensure all project outputs are met, and to evaluate existing programmes recommending modifications and advice for new programmes.



13. To manage beneficiary feedback based on Lonely Orphans' programmes and act to make improvements as necessary.
14. To manage internal website content to update Lonely Orphans staff on projects.

Other Responsibilities

1. To comply with all policies, procedures, legal and regulatory requirements.
2. To hold a valid passport and be willing and able to travel extensively and at short notice.
3. To have the flexibility to work additional hours as necessary to fulfil the requirements of the role and meet the business needs.
4. To be responsible for health and safety in the area of his/her control and ensure that he/she is familiar with Lonely Orphans' health and safety at work policy.
5. To respect the unique contribution of every individual and work positively in an equal opportunity and diverse environment.
6. The post holder may be required to apply for a Disclosure check.
7. Any other duties commensurate with the accountabilities of the post.



Person Specification

Key: **Qualification (Q)** **(S) Skills**
 Experience (E) **(C) Commitment**
 Knowledge (K)

	Specification	Essential	Desirable
(Q)	a. Qualified to a degree level.	✓	
(E)	a. Experience of managing and administering large, complex budgets. b. Experience of managing contracts awarded by Government Agencies and other key players c. Experience of drafting and submitting bid proposals d. Experience in marketing and events management. e. Experience of coordinating volunteers.	✓ ✓ ✓ ✓	✓ ✓
(K)	a. Knowledge of the charity sector. b. Knowledge of contemporary fundraising techniques. c. Knowledge of the regional market and trends. d. Good knowledge of the Muslim community.	✓ ✓ ✓ ✓	
(S)	a. Good leadership and people management skills. b. Fluent written and spoken English. c. Good IT skills. d. Report and proposal writing skills. e. Complex problem solving and decision-making skills.	✓ ✓ ✓ ✓ ✓	
(A)	a. Ability to identify and exploit business development opportunities. b. Ability to work effectively as part of a team. c. Ability to adapt quickly to changing deadlines and priorities. d. Ability to work under pressure and work on own initiative. e. Ability to effectively communicate publicly to a diverse range of audiences. f. Ability to build and maintain relationships with stakeholders. g. Ability to think creatively and intelligently. h. Ability to network with a diverse range of clients.	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
(C)	a. Flexibility to work additional hours as necessary to fulfil the requirements of the role and meet the business needs. b. Commit to withhold the integrity and standards of Lonely Orphans and its values.	✓ ✓	