

Project Officer - Job description

Job Title:	Project Officer
Salary:	£25,000 – 30,000 (depending on experience)
Holidays:	25 days holiday pro-rata plus public holidays
Location	Norwich city centre
Hours	Full time with flexible working and travel to DDP's project partners overseas

Overview of DDP

Disability and Development Partners (DDP) is an international development charity that has relocated from London to Norwich this month. We have 25 years' experience of working with project partners in Asia and Africa and currently we work in India, Nepal, Ethiopia, Burundi and Mozambique. Our project partners are passionate in taking up the challenges of tackling the major issues that matter to disabled children, women and men and people in poor and marginalised communities.

Our work encompasses the following:

- Supporting and building partner capacity - our partner organisations include DPOs, mainstream NGOs, human rights organisations, schools, government agencies etc.
- Poverty reduction - training and setting up group and individual livelihood enterprises
- Inclusive education – creating the conditions to raise achievements for disabled children including deaf and hard of hearing children and girls
- South-to-South exchange of information and skills

Listening to partners' needs and strengthening their capacity is central to our work and we believe in including disabled and vulnerable people actively in engaging or leading the development of ideas for change and equality of opportunity especially in areas where disabled adults and children and the very poor have been denied this.

Description of the overall role

As a Project Officer with DDP, your main role will be to initially manage, support and deliver current projects. You will also develop new project ideas with existing and new partners and secure funding for these. Your role will include supporting partner organisations' development, grant management, reporting to donors, and networking and advocacy support. You will ensure evidence of our projects' impact is based on well-designed monitoring, evaluation and learning frameworks in line with agreed contracts and DDP's guiding principles. You will have the opportunity to work collaboratively with a small group of colleagues on the strategic and operational development of our charity.

Main duties and responsibilities

The Project Officer will work report directly to DDP's Director Kamala Achu and work closely with her and with other colleagues.

1. Project management

Specific Responsibilities for the post holder will be to:

- Support current project partners in the implementation of grant management systems with a focus on financial systems, processes, MEL and reporting.
- Build relationships and maintain an open and transparent dialogue with project partners via email, phone and skype.
- Track implementation and progress of projects closely. Help to solve any problems that arise and raise issues or concerns related to projects and partners with DDP's Director in a timely manner.
- Support partners' organisational and skills development.
- Prepare succinct and accurate progress and financial reports in collaboration with partners that meet agreed reporting requirements for donors and DDP trustees.
- Initiate and track the transfer of funds to projects in line with DDP partnership agreements and financial protocols.
- Organise, book travel for, and undertake project monitoring and evaluation visits to project partners and carry out specific tasks that include: updating the due diligence checklist, producing a visit report and submitting expenses claims within two weeks of the end of any trip.
- Explore and develop new project ideas with partners in keeping with DDP and partner strategies and make contact with prospective new partner organisations and collaborators during visits and at other times.
- Write project agreements and MoU's.
- Organise and manage external reviews, evaluations, training and consultancy support to fulfil project and donor requirements.
- Accurately maintain up to date project folders in the common/open email and document filing system.

2. Support the strategic and operational development of DDP

Specific Responsibilities for the post holder will be to:

- Contribute pro-actively to the strategic and operational development of DDP.
- Abide by all DDP policies and procedures.
- Initiate, organise and give presentations to actual and potential donors, supporters and collaborators about DDP's work.
- Produce project summaries for general publicity and fundraising, DDP's annual review and website and at DDP Trustee meetings.
- Identify and research new funding opportunities in line with DDP's strategic objectives.
- Support and work with volunteers and interns.

Person Specification

Education, knowledge and work related experience	
<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Educated to Degree level in a related field. • Minimum 2 years experience working for an international development charity in a role that involves direct work with projects, project monitoring and reporting to donors. • Research skills and the ability to apply these when conducting scoping studies, needs assessment and policy reviews and proposal writing. • Experience of writing proposals, applications and project budgets. • Ability to communicate and work effectively with the range of DDP partners. • Good knowledge of monitoring and evaluation methodologies and the ability to develop a log frame. • Excellent English communication skills, both verbal and written, with an ability to adapt communication as appropriate to different audiences. • Strong financial planning and reporting skills. • Excellent interpersonal skills, including listening skills. • Proof of full entitlement to work in the UK 	<ul style="list-style-type: none"> • Knowledge or experience of obtaining funds from grant making bodies in the UK and elsewhere (e.g. DFID / UKAID, Trusts and Foundations) • An understanding of transparency in international development. • Knowledge of international development including the current discourse and policy on poverty alleviation, and policy and international conventions specific to disabled people, children, women and human rights as well as SDGs. • Experience of having worked in any of the countries in which DDP currently has projects. • Experience of working and communicating at a distance, across cultures and languages. • Experience in writing articles
Skills, ability and personal attributes	
Essential	Desirable
<ul style="list-style-type: none"> • Motivation and commitment to supporting disabled people and very poor marginalised and communities. • Ability to work to a high standard and to prioritise and manage a varied workload and competing deadlines. • Proficiency with Windows and Office Suite (Word, Excel etc.) computer packages. • Able to work effectively as a member of a team and independently. • Willingness to work outside the core hours, infrequently but as needed, to meet the requirements of the role. • Ability to travel for work purposes to DDP partner projects in Ethiopia, Mozambique, India and Nepal. Trips are for a minimum of ten days and will sometimes combine projects in more than one country. 	<ul style="list-style-type: none"> • Able to generate social media content • Good photography skills



Closing date: 9th July 2017. Interview date: 19th July 2017

To apply, please send a covering letter explaining why you are interested and suited to the post together with a tailored CV and names of two referees to: mail@ddpuk.org

For an informal conversation about the post please call us on 01603 667 497.