

## **Job Description**

### **Programme Design and Funding Specialist**

**Reporting to:** Institutional Business Development Manager

**Department:** Global Influencing and International Delivery (GIAID)

#### **Purpose of the job**

To develop projects and submit to potential donors for funding, supporting the achievement of Leonard Cheshire's (LC) international strategy and growth targets.

To work with Head Office and Regional Office teams as well as partners to align project design to local contextual needs and strategic focus.

To coordinate the pipeline as well as provide account management and ensure donor compliance for existing contracts.

#### **Key responsibilities Programme Development**

1. Work closely with Head Office teams, Regional Office teams and in-country partners to develop projects responding to immediate or future expected funding opportunities, that fit LC's strategic priorities and that delivers the department's targets.
2. Lead programme development processes as and when required as well as providing technical support on the programme development process, tools and content to other colleagues leading on programme development.
3. Ensure that the programme development process is robust and that there are quality and appropriate tools and templates, providing capacity building to staff and partners as required to ensure effective use.
4. Undertake and support mapping and needs analysis to inform project development and theories of change, and that designs are fitting with thematic level theories of change and the department's impact indicators.
5. Ensure awareness and understanding of methodologies, approaches, internal and external learning, incorporating into design when appropriate.
6. Ensure that where possible, prioritised project designs are scalable, and can be submitted multiple times to different donors.
7. Develop budgets alongside programmes, policy and finance staff, and partners, ensuring that designs are value for money when considering outcomes and cost, logical in terms of breakdown (e.g. between activities and staffing) and in-line with cost recovery guidance.

#### **Partnerships**

8. Working with other teams, ensure identification and development of strategic partnerships appropriate partners for the agreed POW and projects.

9. Ensure a robust process exists for partner mapping and selection for ongoing project design.
10. Ensuring that background checks and due diligence is completed at an appropriate level inherent to risk levels.
11. Coordinate and lead consortium bids or ensure effective participation in consortiums that LC is playing a non-lead role.

## **Tenders**

12. Research and disseminate appropriate calls for proposals on relevant strategic objectives
13. Provide coordination, development, completion, and submission of tender documents (e.g. narrative, log frame, budget, etc.) for submission to donors.
14. Ensure that all stakeholders have had appropriate input and approval processes completed for submission.
15. Ensure adherence to LC's cost recovery guidance.
16. Support the coordination and maintenance of a clear short- and long-term pipeline for coordination and prioritisation of tenders.
17. Support the development and maintenance of donor development plans for prioritised donors such as DFID, USAID, EU, etc., to ensure holistic coordination of engagement activities at country, regional and international levels.
18. Support and coordinate fundraising planning with other teams (trusts and philanthropy, partnerships, etc.) in line with funding requirements for financing or programmes designed awaiting funding, providing technical support when required.

## **Other**

23. Provide support to colleagues in the team on account management when required
24. Ensuring that opportunities are identified and undertaken to influence donor strategies and LC brand equity (e.g. through project learning dissemination).
25. Ensure the smooth transition within the project cycle from project design and funding to implementation, providing support at project start-up meetings and workshops if required.
26. Undertake reporting internally as required or additional external reporting (e.g. IATI or BOND).
27. Attend events and participate in networks as required to keep up to date with relevant sector and donor news.
28. Adhere to our Code of Conduct, Safeguarding policies and procedures and report all breaches of these<sup>1</sup>
29. Undertake other responsibilities not outlined above which are appropriate for a role of this nature, including support to other LC programmes and teams as agreed with the line manager.

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<sup>1</sup> Leonard Cheshire is committed to safeguarding and promoting the welfare of children and adults at risk and expects all employees, volunteers, contractors and partners to share this commitment. Our Safeguarding All Framework sets out our safeguarding standards and actions to achieve this commitment

## **Person specification**

### **Essential requirements**

- Educated to at least degree level (or able to demonstrate a similar level of insight and experience.)
- Demonstrable experience of leading the design process for developing new international programmes and securing institutional funding.
- Experience of delivering stakeholder consultations and actively incorporating consultation analysis into the design process.
- Strong track record of preparing and submitting proposals to institutional donors that are successful and incorporating learnings from unsuccessful proposals into future designs and applications.
- Experience of working for an international NGO, and ideally a strong understanding LC's thematic area of focus and disability programming.
- Demonstrate an understanding of and commitment to safeguarding in an international context and a willingness to sign and adhere to LC's code of conduct and safeguarding policy
- Experience of account management of institutional donors as well as developing and sustaining external partnerships / networks.
- Strong appreciation of working within a safeguarding framework and with an understanding of equal rights and equal opportunities.
- Willingness to work flexible hours including occasional evenings and weekends as required for design and proposal development.
- Willingness to travel internationally.

### **Key competencies & skills**

- Excellent interpersonal skills.
- Excellent written and verbal communication skills including public speaking and workshop facilitation, to gain insight from and influence a wide variety of internal and external stakeholders.
- Ability to effectively manage programme development across multiple teams, organisations, and geographical areas.
- Familiarity with design approaches and methodologies, processes, and tools.
- A good level of understanding of impact measurement.
- Able to work on your own initiative, organise yourself and be accountable for your own work.
- The ability to work as a member of a team and make effective contributions to collaborative processes and whole team events.
- Strong Microsoft Office skills.
- Understanding of the disability sector.
- To have a genuine commitment to the values and ethos of Leonard Cheshire.