**Job Description**

**Post Title:** Senior Programme Officer (Monitoring, Evaluation, Accountability and Learning)

**Reports to:** Head of Partnerships and Programmes

**Location:** The HFHGB office in Slough, with some international travel

**Background:** Habitat for Humanity Great Britain (HFHGB) is part of the international Habitat for Humanity network. We are committed to participating in developing impactful programmes and is seeking to fill the new role of Senior Programme Officer (MEAL). At HFHGB we work in close partnership with Habitat for Humanity entities across Asia, Africa, the Middle East, and Latin America. We have growing expertise in housing and shelter, water and sanitation, and humanitarian assistance.

**Role:** The Senior Programme Officer – Monitoring, Evaluation, Accountability and Learning (MEAL) will be a key member of the Programmes team which has the primary role of raising institutional funding for Habitat for Humanity National Offices around the world. The post-holder will be responsible for leading HFHGB’s Monitoring, Evaluation, Accountability and Learning work; and supporting the preparation of proposals; the management of projects; and project information management.

**Salary:** £30,000

# Main Duties and Responsibilities

## Lead HFHGB’s Monitoring, Evaluation, Accountability and Learning (MEAL) work through:

* Coordinating all aspects of programme monitoring and reporting and ensuring data captured is of high quality and produced in line with the guidance in the Grant Funding Project Agreements (GFPAs).
* Conducting support and monitoring visits to projects coupled with the provision of distance and in-country MEAL support to HFH National Offices and their partners.
* Supporting the Habitat for Humanity International MEAL team in the roll-out of new MEAL guidance and minimum standards across National Offices.
* Actively participating in the HFHI MEAL Community of Practice.
* Developing and refining MEAL resources and tools available to HFHGB to use in their work supporting National Offices in the implementation of projects.
* Coordinating reporting to institutional donors, foundations and trusts. Review and edit narrative and financial reports.
* Providing technical assistance on data collection to the field staff in implementing National Offices.
* Researching and capturing best practice which can be shared e.g. through the use of case studies and other tools internally (within the HFH federation) and externally.
* Assisting National Offices in designing and undertaking baselines, project evaluations, and trainings/workshops as required.

## Support the Head of Partnerships and Programmes in the following aspects of programme design:

* Coordinate and support the preparation of proposal submissions to institutional donors, foundations and trusts, including proposal and budget preparation.
* Support country teams during programme implementation on donors contractual and reporting requirements, ensuring compliance with donor requirements.
* The preparation of partnership and grant funding agreements, including review and editing.
* Undertake various programming tasks including: tracking of fund transfers; recoveries and pipeline; and preparation of internal budget reports.

## Provide technical support in the following areas:

* Maintain donor and project information on HFHGB’s CRM system, Raisers Edge.
* Maintain current knowledge and understanding of programme implementation.
* Contribute to the Programmes team’s horizon scanning and coordination support to National Offices in securing humanitarian funding at short notice.

## Team Support:

* Support the Head of Partnerships and Programmes and the Programme Funding Manager with programme design, technical support and proposal development
* Manage interns for specific tasks as appropriate.

## Representation:

* Provide support to the Programmes team to represent HFHGB effectively at internal and external meetings as required, including but not limited to: BOND, UK Shelter Forum and Shelter & Settlements Working Group of InterAction.

# Person Specification

* Educated to degree level in a relevant subject to humanitarian and development work. (Essential)
* Good understanding and experience of UK institutional donors i.e. DFID, JOAC, GOAC, Scottish Government, and experience of other donors including Trusts and Foundations. (Essential)
* Experience in project proposal writing and familiarity with programming documents e.g. log-frames and Theory of Change models. (Essential)
* Experience and good understanding of best practice, knowledge management and Monitoring, Evaluation, Accountability and Learning (MEAL) in a programme context. (Essential)
* Excellent report writing and content development skills. (Essential)
* Understanding of financial management processes, including excellent numeracy skills and proven
* Ability to analyse budgets, project pipelines and financial reports. (Essential)
* Experience using Raiser’s Edge. (Desirable)
* International programme management experience preferably in a humanitarian context. (Desirable)
* Experience of developing and maintaining effective document management and information management processes. (Essential)
* Ability to undertake international travel to field locations in different parts of the world when required. (Essential)
* Clear and straightforward verbal and written communication skills. (Essential)
* A good team player in a multi-disciplinary and multicultural setting. (Essential)
* Skilled at multitasking and prioritising, working independently with minimal supervision, as well as confidence in working remotely in supporting country teams. (Essential)
* Ability to stay calm in times of pressure and to identify possible options in problem-solving. (Essential)
* Excellent attention to detail. (Essential)

*This is not intended to be an exhaustive list. Job descriptions may be subject to change.*

# Flexibility:

HFHGB is seeking to rapidly expand its activities and impact to fight poverty across the world. This means that the organisation must be adaptable and flexible and have an ambitious, dynamic team. It is a requirement of the post holder to be flexible in terms of location (within reason), line management, and duties and responsibilities.

Applicants should send a CV and cover letter of no more than two sides of A4 outlining their experience and suitability for the role to shorn@habitatforhumanity.org.uk.

The deadline for applications is Wednesday 6th September 2017 (at 11:59 pm).

Interviews will take place during the week commencing 11th September 2017.

Please note that we do not reimburse any expenses incurred during interviews.

We will be contacting applicants we wish to invite for an interview shortly after the closing date. Unfortunately, because of high volume of applications we will not be able to contact unsuccessful applicants. If you haven’t heard from us within a month of the application deadline, please assume that your application has not been successful.

*Disclaimer – Please note that we don’t accept unsolicited applications or CVs from third-party recruiters.*