



ActionAid is an international anti-poverty agency formed in 1972. We are a partnership between people in poor and rich countries working together to end poverty and injustice. Today we are working with over 15 million of the world's poorest and excluded people in over 45 countries worldwide to secure their rights to a life free of poverty and injustice, and with the support of half a million donors and supporters.

ACTIONAID INTERNATIONAL
DIRECTORATE: Resource Mobilisation and Innovation
Position: EU Proposal Coordinator
Location: London
Salary: Grade D / £39,099
Terms and Conditions as per the location will apply

At ActionAid International we help people to use their own power to fight poverty and injustice. Because that's how real change happens – for women, for communities, for whole societies.

Institutional funding is now ActionAid's second largest income stream and with the new Strategy 2028 we forecast clear opportunities and potential for ActionAid to scale up and diversify our institutional income through a fundraising model that is rooted in a partnership based approach. The EU is the largest multilateral donor in the world, and funding from EU institutions represents about 23% of ActionAid's institutional income.

ActionAid is looking for an EU Proposal Coordinator to increase ActionAid's impact, influence and income for our development and advocacy programmes. If you have extensive experience of managing and writing successful fundraising proposals for institutional donors, particularly EU (Devco) as well as good understanding of donor funding policies and regulations you could be part of the team at ActionAid International helping people to achieve long-term and sustainable change

As EU Proposal Coordinator you will oversee and coordinate our proposal development process for all EU (DEVCO) applications across the Federation. You will identify and disseminate EU (DEVCO) funding opportunities and provide technical guidance on proposals and eligibility criteria. You will ensure that proposals have sufficient internal and external technical support and enjoy the required approvals. As our EU proposal expert you will quality check submissions and make sure they comply with donor requirements. The successful candidate will have success in building and maintaining strong relationships and work in collaboration with ActionAid members to secure income growth from the EU (DEVCO). You will also help build our capacity to generate high quality EU applications through coaching and shared learning. In this role as EU Proposal Coordinator, you will focus mainly on the EU Development Cooperation (DEVCO) from EuropeAid, EU Delegations, EDF or NEAR.

A graduate, you must have a proven track record in managing and writing successful fundraising proposals for institutional donors such as EU, ECHO, DFID or UN. In particular, you will possess a comprehensive understanding of EU (DEVCO) funding opportunities and proposal requirements, standards and criteria. You will have excellent written and verbal communication skills as well as an eye for detail. Familiar with developing proposal log frames and preparing budgets, you will be used to using ongoing analysis to actively improve proposals.

If you have the skills and passion to make a difference please visit our website for a detailed job description:
<http://www.actionaid.org/jobs>

Recruitment consultancies/agencies should not approach ActionAid with regards to open vacancies. We regret that agency candidates will not be considered.

ActionAid International welcomes applications from all sections of the community and promotes diversity.

Application Procedures

Are you the right person for the job? Please read this carefully before you apply. Please address the person specification in your application point by point and in detail as it enables us to identify the skills, knowledge and experience you have to be able to do the job effectively.

Please check your application and make sure you meet all the essential criteria listed in the person specification, in addition your application will be stronger if you meet at least some of the desirable criteria. If you do not meet at least all the essential criteria, please don't apply as we only invite candidates for an interview if they meet the essential criteria listed on the job description. Thank you for your understanding.

In order to be considered for this position, you will need to have eligibility to work in the UK.

Applications should be sent with your CV and motivation cover letter by no later than Friday 28th July 2017. You are requested to highlight in the motivation letter how specifically you meet the criteria for this role. Please clearly indicate which position you are applying for.

Interviews and written tests: w/c 14 August 2017

Send applications to: hrworkspace@actionaid.org

Due to high volumes of applications received, we can only correspond with short listed applicants. Should you not have received feedback on your application within two weeks of the closing date, please consider your application unsuccessful. We reserve the right to withdraw any of our vacancies at any time.