

# act:onaid Job Description and Person Specification

<b>Job Title:</b>	EU Proposal Coordinator		
<b>Directorate/Cluster:</b>	Resource Mobilisation and Innovation	<b>Unit/Team:</b>	Institutional Funding Team
<b>Grade and Salary:</b>	D	<b>Contract Type:</b>	Permanent
<b>Location:</b>	London	<b>Budget Holder:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Reports to:</b> <i>(incl matrix reporting)</i>	EU Partnership Manager		
<b>Direct Reports :</b>	None		
<b>Matrix Reports:</b>	None		
<b>Operational Remit:</b>	Global <input checked="" type="checkbox"/> Regional <input type="checkbox"/> Country Specific <input type="checkbox"/> Global Secretariat <input type="checkbox"/>		
<b>DBS (CRB) / Police Check:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<b>Job Role</b>			
<b>Role Overview:</b>	<p>The EU Proposal Coordinator works as an integral part of the EU Funding team and works with ActionAid members to develop EU (DEVCO) funding proposals.</p> <p>This includes: oversight and coordination of the proposal development process for all EU DEVCO applications across the Federation, provide technical guidance on proposals and eligibility criteria, overseeing the proposal quality assurance and risk assessment processes, project managing proposal development processes, identifying and disseminating EU DEVCO opportunities across the Federation and building capacity to develop high quality EU applications.</p>		
<b>Areas of Responsibilities</b>	<b>Key Activities</b>		
<b>1. AAI Values Practice &amp; Strategy Change Priorities</b>	<ul style="list-style-type: none"> <li>• <b>Leading Innovation and Change</b> Establish a culture of excellence in respective team that values experimentation and continuous improvement</li> <li>• <b>Feminist Leadership:</b> Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power)</li> <li>• <b>AAI Values Practice:</b> Ensure personal and team culture that demonstrates all of AAI values including: Mutual Respect, Equity and Justice, Integrity, Solidarity with People Living in Poverty and Exclusion, Courage of Conviction, Independence and Humility</li> </ul>		
<b>Delivery on Strategic Priorities</b>	<p><b>1. Coordinates proposal development processes across the federation</b></p> <ul style="list-style-type: none"> <li>• Coordinate the EU proposal development process, overseeing the quality assurance and risk assessment processes, ensuring that all proposals have sufficient internal and external technical support and securing all the required approvals</li> <li>• Review and proof work produced by country offices, Programme Funding Advisors or EU affiliates to ensure their quality and</li> </ul>		

	<p>compliance with the EU technical requirements and Call for proposal guidelines and give appropriate feedback to proposal writers</p> <ul style="list-style-type: none"><li>• Project manage the EU proposal development process and lead on writing high quality proposals for strategic, high value, multi-country or complex consortia opportunities.</li><li>• Support and help to coordinate submission of EU proposals through PROSPECT and manage ActionAid PROSPECT account/s</li><li>• Under guidance of EU Partnership Manager, coordinate internal pre-selection processes for global EU calls proposals where necessary and manage go/no go processes for global EU funding calls with input from technical advisors</li><li>• Support new PADOR registrations and regularly review AAI PADOR accounts</li><li>• Coordinate short term technical consultancies for proposal development, drafting the TOR and securing all the required approvals</li><li>• Build strong relationships and work in collaboration with a wide range of stakeholders to develop quality EU proposals, including: Programme Funding Advisors, Programme and Global Engagement Finance Advisor, EU funding affiliates and AAI country office fundraising teams</li></ul>
<p><b>2. Budget review and support</b></p> <ul style="list-style-type: none"><li>• Review budgets for EU full applications for single country and small to medium size proposals ensuring compliance to the donor templates, finance eligibility criteria and optimum cost recovery in alignment with organisational and donor requirements</li><li>• Provide advice on the EU budget requirements and donor compliance to Programmes and Global Engagement Finance Advisor and other finance staff working on complex consortium and multi-country budgets</li></ul>	
<p><b>3. Provide information and analysis of the EU DEVCO funding opportunities</b></p> <ul style="list-style-type: none"><li>• Identify new EU funding opportunities and communicate information on funding opportunities to ActionAid country offices, EU affiliates and Programme Funding Advisors</li><li>• Analyse and qualify EU funding opportunities, including relevant eligibility criteria and fit with ActionAid strategy</li><li>• Maintain a pipeline of EU funding opportunities and proposals and their status</li><li>• Support country offices to build relations with EU Delegations to gain early intelligence about the country level funding opportunities</li><li>• Ensure information about the EU funding opportunities, processes, portfolio of successful applications and pipelines is communicated proactively throughout the Federation</li></ul>	
<p><b>4. Capacity building and knowledge management</b></p> <ul style="list-style-type: none"><li>• Develop tools, guidelines and checklists to facilitate EU proposal development processes</li></ul>	

	<ul style="list-style-type: none"> <li>• Provide in-country support with proposal development processes and EU proposal capacity building as and when required</li> <li>• Collate a portfolio of quality EU proposals in order to support future applications</li> <li>• Contribute to and provide support to the EU inception workshops as and when required</li> <li>• Participate and contribute to the external NGO networks and other initiatives to broaden perspective on industry trends on the EU fundraising and proposal development as well as keep up to date on changes to the EU applications processes and eligibility criteria</li> <li>• Maintain a pipeline of all EU applications submitted throughout the Federation</li> </ul> <p><b>5. Institutional funding systems and processes</b></p> <ul style="list-style-type: none"> <li>• Under the guidance of the EU Partnership Manager, contribute to the development and implementation of improved institutional funding processes, policies and operational guidelines to facilitate growth of institutional income</li> <li>• Contribute to key projects and networks of the Institutional Funding Team, such as cost recovery, co-financing and contract management systems.</li> </ul>
<p><b>Education, Language &amp; Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Relevant degree</li> <li>• Excellent verbal and written communication skills in English, ability to inform and engage through written communication</li> </ul>
<p><b>Essential Knowledge, skills and Experience</b></p>	<ul style="list-style-type: none"> <li>• A proven track record in managing and writing successful fundraising proposals for institutional donors such as EU, ECHO, DFID and UN with ability to provide clear guidance on donor requirements and procedures to other staff</li> <li>• Comprehensive understanding and knowledge of EU Funding opportunities and EU proposal requirements, standards and criteria</li> <li>• Excellent written communication skills, able to convey projects in a clear, engaging way, excellent verbal communication skills, able to engage and promote dialogue between a range of stakeholders</li> <li>• Highly accurate with strong attention to detail when handling information, able to review a high volume of information quickly and accurately, taking responsibility for its quality</li> <li>• Good experience in developing proposal log frames and budget preparations</li> <li>• Driven to actively improve proposal development, by learning from experience and identifying new opportunities</li> <li>• Proven facilitation, training and capacity building skills.</li> <li>• Excellent interpersonal, negotiation &amp; influential, written and verbal communication skills to work effectively and manage relationships at all levels in a multi-cultural environment, often at a distance</li> <li>• Ability to think and work proactively and creatively, prioritising own workload under pressure or when faced with competing demands and work with minimal supervision.</li> </ul>

# act:onaïd Job Description and Person Specification

		<ul style="list-style-type: none"> <li>• Excellent organisational awareness and problem solving skills</li> <li>• Ability to work in a multicultural context/environment, engage in social justice activism/advocacy and demonstrate innovative practices</li> </ul>
<b>Desirable Knowledge, skills and Experience</b>		<ul style="list-style-type: none"> <li>• Specific experience of securing funding from EU DEVCO</li> <li>• Proficiency of French, Spanish and/or Portuguese is desirable</li> </ul> <p>Experience of working in a global team and distance support</p>
<b>Competency Profile</b>		
<b>Leading Organization</b>	<b>Strategic Perspective</b>	Demonstrate alignment of the Organization's strategic priorities and goals.
	<b>Change Management</b>	Uses effective strategies to facilitate organization change initiatives and overcome resistance to change by involving others, listening and building commitment.
	<b>Decisiveness and Agility</b>	Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment
<b>Leading Others</b>	<b>Leading Teams</b>	Attracts, motivates, and develops high performing teams.
	<b>Building Collaborative Relationships</b>	Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture).
	<b>Communication</b>	Expresses ideas clearly and concisely; disseminates information about decisions and plans proactively.
<b>Leading Self</b>	<b>Leading with Purpose and Credibility</b>	Acts in accordance with stated values; has strong commitment to develop, promote and practice AAI's values
	<b>Innovation and Taking Initiative</b>	Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities