AKF (UK) JOB DESCRIPTION

1. JOB TITLE	Senior Programme Officer (Schools2030)	
2. REPORTING RELATIONSHIPS	**JOB TITLE**	**FOR**
REPORTS DIRECTLY TO	• Global Programme Manager, Schools2030	• Overall management and supervision of work, support, guidance, and mentoring including workplan development and goal setting. The Global Programme Manager will provide oversight of the annual assessment process which sets objectives and targets
3. JOB PURPOSE	Schools2030 is a global programme focused on holistic learning and teacher leadership. The programme brings together a diverse coalition which includes educators, school leaders, civil society, researchers, international organisations, and government across ten countries and 1,000+ schools. The goal is to improve quality teaching and holistic learning, and to foster resilient education systems across the world, including for those living in remote regions and those facing multiple forms of marginalisation and crises. The Senior Programme Officer for Schools2030 will lead on resource mobilisation for the Schools2030 programme as well as allocation of funding across the programme countries and workstreams. The Senior Programme Officer will coordinate closely with the Schools2030 Partnership and Finance teams and will manage the smooth functioning with the rest of the Schools2030 Global Secretariat. Working closely with the Schools2030 Partnerships Officer, the Senior Programme Officer will support on external reporting, including to Schools2030 consortium of donors.	

4. KEY RESPONSIBILITIES AND CORE TECHNICAL COMPETENCIES

Resource Mobilisation:

- Lead on resource mobilisation and the development of new proposals for the Schools2030 programme to develop narrative content for proposals and proposal budgets. This should all be done in close coordination with the Global Partnerships team, other members of the Global Secretariat, country teams, and finance teams.
- Lead on scoping new funding opportunities for Schools2030, working closely with the Global Partnerships team, and identify and evaluate strategic growth opportunities for the programme

Coordination:

- Manage the smooth functioning of the Schools2030 Partnerships and Finance teams including through leading weekly progress meetings, monitoring deliverables and setting team priorities on a weekly and monthly basis, in coordination with the broader Schools2030 Secretariat.
- Develop annual funding plans (including aligning donor grants to programme workstreams, identifying areas for fundraising) with Global Programme Manager, Finance, Partnerships and Country Units
- Coordinate external technical partnerships, including developing TORs for external technical partners and tracking achievement of deliverables.
- With finance and partnerships, oversee the Schools2030 grant and budget database to ensure alignment between grants, budgets and partner contracts

Donor Reporting

- Support the Schools2030 Partnership Officer on development of external reports and ensuring alignment with financial reports developed by Schools2030 Finance Officers
- Present Schools2030 programme and financial progress at Biannual Donor Meetings (March and October each year), with support of Partnership and Finance Team

5. QUALIFICATIONS, SKILLS, KNOWLEDGE, EXPERIENCE, BEHAVIOURS, ATTRIBUTES

5.1 Qualifications

- Master's degree in a relevant field preferred

5.2 Skills

- Excellent writing, speaking, comprehension and other communications skills, with thoroughness and attention to detail
- Highly organised with a strong ability and experience with time management, including managing multiple deadlines
- Able to produce deliverables and written material on time and to a high standard
- Efficient project management
- Ability to provide clear, stable, consistent, reliable and courteous communication when dealing with external organisations, senior colleagues and community members
- Ability to communicate AKDN/AKF values and strategic plan effectively to partners and colleagues
- The ability to pro-actively problem-solve, work independently and multi-task in a fast-paced environment with numerous and competing deadlines
- Ability to handle complex relationships diplomatically with colleagues, governance entities and external stakeholders in a professional manner
- Strong financial literacy, including the ability to review detailed budgets and financial reports
- Strong IT skills, including Office and Excel

5.3 Knowledge

- Knowledge of international development
- Understanding and knowledge of the UK/European donor landscape preferred

5.4 Experience

- A minimum of 6 years of professional experience in education and/or development fields
- Demonstrated expertise and experience in developing and writing proposals, business plans/cases, concept papers, as well as coordinating multiple inputs from a variety of sources
- Experience of managing relationships in complex organisations with numerous stakeholders
- Success in managing grants in complex organisations with numerous stakeholders desirable

5.5 Attributes

- Committed to international development, improving the quality of life and promoting pluralism through education
- Demonstrates equity, transparency, and integrity with high personal and organisational ethical standards; is fair, honest and trustworthy with respect for confidentiality; inspires and builds trust and respect from others; promotes credibility and professional reputation
- Respectful of diversity; sensitive toward others in their context, situation and challenges; pluralistic, open and understanding toward other people's cultures, values, autonomy, and faiths; demonstrates compassion and empathy; is courteous to others with respect for their background, religion, gender and age
- Committed to acting ethically and upholding safeguarding standards towards all staff, volunteers and beneficiaries of the organisation.

5.6 Behaviours

- Communicates clearly and concisely with a broad range of audiences at different levels; ability to expresses complex ideas and concepts in simple terms; listens to the views of others; changes communication styles to meet individual and audience needs; encourages dialogue and effective communication by others

- Builds, maintains, and deepens constructive and effective relationships with stakeholders with a specific focus on AKF's mission; balances business situations and the art of dealing with people and communities; changes approach to achieve desired results if required
- Has a customer focused orientation to others, is flexible and always puts the good of others at the centre of decision making; optimises respect for others and is dedicated to AKF's purpose and fulfilling the mission
- Team player, collaborates effectively to create a culture of knowledge sharing and team learning to strengthen business performance
- Acknowledges creativity, has the desire to understand and use new innovations (including technology); adapts established methods for new uses; is focused on improving systems and processes; open to change; analyses, synthesises and challenges conventional thinking; supports the development of communities of practice
- Enterprising attitude that is quick to seek alternative solutions to needs or problems; demonstrable ability to foster a healthy organisational culture of teamwork and collaboration; creates and participates in communities of practice to establish networks of problem solving and organisational learning

6. KEY RELATIONSHIPS

Internal Relationships	**External Relationships**
• AKF(UK) staff and volunteers • AKF field unit colleagues • AKF Global colleagues • AKDN colleagues	• Partners • Donors • Government bodies • Beneficiaries • Relevant UK communities

Application Details:

- Applicants must have the right to work in the UK.
- Must include CV and a supporting statement that outlines why you want the role, why you want to work for AKF(UK) and how your experiences and skills to date make you the most suitable applicant for the role.
- Application link: www.the.akdn/careers/2155804
- Closing date: 16th April 2024
- Salary: £46,000-£47,000 per annum + benefits