

# HANDICAP INTERNATIONAL

## Institutional Funding Officer Application pack



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# Do you want to improve the lives of disabled and vulnerable people?

Handicap International UK is an award-winning international development charity that is looking for an experienced, personable, highly organised, results-driven individual to join our Team as an Institutional Funding Officer. Handicap International has recently launched our 2016-25 strategy. The strategy includes ambitious targets for growth in institutional funding from UK donors, and more broadly, a focus on building strategic relationships with key UK donors.

## Who we are

**Handicap International is an independent international aid organisation working in situations of poverty and exclusion, conflict and disaster.**

Working alongside people with disabilities and vulnerable populations, we take action and raise awareness in order to respond to their essential needs, improve their living conditions and promote respects for their dignity and fundamental rights.

Handicap International is co-winner of the 1997 Nobel Peace Prize for its work on the Mine Ban Treaty. Our organisation was also awarded the 2011 Hilton Humanitarian prize in recognition of our contribution to alleviating human suffering and supporting the most vulnerable people.



**Our vision is of a world where all one billion people with disabilities can fully access and exercise their human rights.**

Respect for the rights of people with disabilities has been at the heart of Handicap International's approach since it was founded in 1982. More than thirty years on, our organisation is still working and fighting around the world to improve the living conditions of people with disabilities and other vulnerable people and to ensure that their fundamental rights, the rights of all, are respected: the right to health, education, employment, accessibility and security.

## About Handicap International UK

Handicap International UK is a member of the Handicap International Federation. Since its creation in 1999, Handicap International UK has developed its own sense of identity to suit the UK market within the wider framework of Handicap International.

Handicap International has just launched its 2016-25 strategy which includes an ambitious delivery plan in the UK.

## Equal opportunities policy

Handicap International UK (HI UK) values diversity and welcomes applications from all sections of the community. We particularly encourage applications from people with disabilities.



## Employee Benefits

- ❖ All full-time employees are entitled to 28 days holiday per year in addition to UK public holidays.
- ❖ Training and development opportunities are open to all staff, and will be provided in order to support them to fulfil their roles.
- ❖ HI UK also supports employees in their desire to further their qualifications and careers, and will support them by offering opportunities to undertake studying for relevant qualifications and paying for relevant professional membership fees.
- ❖ Salaries are regularly reviewed to attract, develop, motivate and retain the appropriate calibre of employees.
- ❖ We offer family-friendly benefits for staff members with a young family to look after – flexible working, homeworking, a maternity/paternity/adoption and parental leave policy.
- ❖ We offer a competitive workplace pension scheme, matching contributions up to 6% of gross salary.
- ❖ As part of our commitment to its work with disabled people, HI UK aims to adhere to the 'two ticks' standard in its employment practices. We have a comprehensive equality and diversity policy.
- ❖ We also offer a Worklife Support Employee Assistance Programme for free and confidential information, support and counselling.
- ❖ Our office is conveniently located in SE1 with great transport links to Waterloo, Blackfriars and the underground.

1. **JOB TITLE** Institutional Funding Officer
2. **ORGANISATION** Handicap International UK
3. **SALARY** £30,000 - £32,000 per annum, depending on qualifications and experience
4. **DEPARTMENT** Programme
5. **REPORTING TO** Head of Institutional Relations
6. **KEY LINKAGES** HI UK Institutional Relations, Finance and Fundraising/Communication teams; HI Federation institutional funding team, country programmes and desk officers, and technical resources team.
7. **DURATION** Permanent
8. **LOCATION** Based in London SE1, with travel worldwide
9. **BACKGROUND INFORMATION AND PURPOSE OF THE POST**

The institutional relations team encompasses donor engagement and influencing, institutional funding, and partnerships. It comprises the Head of Institutional Relations, two Institutional Funding Officers and a Policy and Advocacy Officer.

Handicap International has recently launched our 2016-25 strategy. The strategy includes ambitious targets for growth in institutional funding from UK donors, and more broadly, a focus on building strategic relationships with key UK donors. While the role may evolve, the main purpose of this post will continue to include:

- Reinforcing relationships with, and generating and managing income from UK institutional donors
- Improving our track record for UK funding by increasing internal understanding of donors in your portfolio, supporting high quality submissions and donor compliance

## 10. **MAIN DUTIES AND RESPONSIBILITIES**

### **Promoting our work and building relationships with institutional donors**

Supporting the work of the Head of Team, you must have sound knowledge of the donors in your portfolio, and be aware of and contribute proactively to influencing their funding strategies and priorities. In this respect, you will:

- Have a good understanding of HI's programmes, strategy and approach and communicate this externally
- Identify and build relationships with a portfolio of public and private institutional donors, mobilising UK colleagues or resource persons from the federal network as required
- Help country programmes develop relationships with local representatives of the donors in your portfolio, including briefings and field visits as necessary
- Anticipate future trends and the expectations of the donors in your portfolio, influence their policies and strategies, and negotiate and consult with them on institutional funding matters, in liaison with the appropriate resource persons from the UK team and federal network.

- Monitor and, where appropriate, contribute to collective work carried out by INGO networks, in particular the Start Network.

### **Generate and manage institutional income from UK donors**

You will analyse funding opportunities from UK sources, contribute to project submissions, and carry out grant management duties. You will:

- Identify, analyse and communicate on all relevant funding opportunities from donors in your portfolio, guiding and supporting programmes colleagues with submissions
- Support contract negotiations
- Carry out quality control of ongoing contracts, which may include field visits where appropriate
- Implement internal procedures for contract management, with support from the Institutional Relations Assistant
- Support the submission of reporting according to donor requirements
- Take part in developing overseas programmes' multi-year operational plans and present the funding possibilities offered by UK institutional donors.
- Participate to internal meetings with Federal colleagues to present and coordinate different funding opportunities

### **Improve our track record for UK institutional funding**

You will be responsible for increasing internal understanding of donors in your portfolio, supporting high quality strategic submissions and donor compliance. You will:

- Train and brief programme and technical staff (including country programmes) on the donors in your portfolio, ensuring they have the tools and knowledge to comply with donor rules, understand donor priorities and focus areas, and maximise the potential for funding.
- Support grant writing for complex or strategic funding (i.e. multi-country bids, UK Aid Match...)
- Build internal links with technical and programme teams and contributing to internal working groups on issues related to donors in your portfolio

### **Other duties**

- Maintain a positive and collaborative working relationship with HI UK colleagues and the Federal institutional funding, technical and programme teams
- Actively contribute to the HI UK operational plan and departmental work plans, and internal staff meetings.
- Keep abreast of developments within the sector by liaising with counterparts in other NGOs, and relevant networks
- Represent HI UK at external forums and meetings when relevant
- Any other activities commensurate with the level of the post, as may be required by the Director or Head of Team.

<b>ESSENTIAL</b>
Relevant experience with INGOs, including at least one years' experience managing an institutional funding portfolio in a HQ setting or one years' experience implementing grant funded humanitarian or development programmes in developing countries
Proven track record of securing, implementing and monitoring institutionally-funded projects from OECD donors, specifically humanitarian funding.
Proven ability to design, deliver and edit high-quality materials
Evidence of strong interpersonal skills to guide programme teams and to work cross-departmentally with technical and programme colleagues
Excellent negotiation and communication skills
Ability to carry out sound strategic analysis, taking into account internal and external considerations
Strong planning skills and an ability to work under pressure, with an ability to prioritise, and meet standards and deadlines
Excellent IT skills (Word, Excel, PowerPoint, outlook)
Ability to work effectively in a cross-cultural team
Ability to work on own initiative when appropriate and to seek guidance when necessary
Willingness to travel within Europe and to field locations for periods of up to two weeks
Fluent English
<b>Desirable</b>
Post-graduate qualification in international development, social sciences, public health or any other relevant domain
Track record of working with DFID, Comic Relief, Big Lottery Fund, the FCO or other UK institutional donors
Previous experience with commercial contracting
Understanding of key humanitarian and development issues (i.e. resilience, sustainability, partnership development, capacity building, humanitarian coordination and the Cluster system)
Experience developing and monitoring consortia proposals
Working knowledge of French

All candidates must have the right to work in the UK. Handicap International UK values diversity and welcomes applications from all sections of the community. We particularly encourage applications from people with disabilities. Please let us know how you heard about this vacancy when you apply.

To apply, please send your CV and a covering letter along with the diversity monitoring form by email or post.

By email: [recruitment@hi-uk.org](mailto:recruitment@hi-uk.org)

By post : Handicap International UK (Recruitment), 9 Rushworth Street, London SE1 0RB

**Closing date: 23<sup>rd</sup> April 2017**

**Interviews will take place at the end of April and early May**

For further information, please contact Handicap International UK on 0870 774 3737 or by email at [recruitment@hi-uk.org](mailto:recruitment@hi-uk.org).

## DIVERSITY MONITORING FORM



In implementing its equal opportunities policy and its recruitment practices, Handicap International UK monitors the field of applicants to advertised posts. To do this, we collect information on the ethnicity, gender, age and disability of applicants for a post in the organisation. We also look at how effective our advertisements are, and to do this we ask you where you found out about the vacancy.

Please look at all the descriptions below and tick the boxes that most accurately describe you.

Completion of this form is voluntary – you may choose to complete all or part of it. It is separated from your application before shortlisting.

### I heard about the job through:

- Press advertisement – please specify:
- Website – please specify:
- Job Centre
- Other source – please specify:

### ETHNICITY

#### White:

- British
- Irish
- Any other white background
- Prefer not to say

#### Black:

- Black British
- Caribbean
- African
- Any other black background
- Prefer not to say

#### Asian or Asian British:

- Asian British
- Indian
- Pakistani
- Bangladeshi
- Any other Asian background
- Prefer not to say

#### Mixed:

- White & Black Caribbean
- White & Black African
- White & Asian
- Any other Mixed background
- Prefer not to say

