

Programme Officer

Recruitment Pack



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Lusiana lives in a community vulnerable to climate change in Fiji. The disaster preparedness and response planning in her village has been inclusive.

CBM UK

www.cbmun.org.uk 0800 567 7000

Charity Registration No 1058162 (England & Wales) SCO41101 (Scotland)

Working with a supportive, flexible employer

Thank you for your interest in joining the CBM UK team.

CBM UK is an equal opportunities organisation, a disability-confident employer, part of the Age Friendly Employer Pledge and committed to achieving the highest standards of diversity, fairness and equality. Should you require any additional support or reasonable adjustments please [email us](#).

At CBM UK, you would be joining a very supportive and collaborative community, working with a team who are incredibly friendly and passionate about their work. The wellbeing of our team is central to how we work. We encourage a healthy work-life balance, offer flexitime and up to 50% working from home. Our team benefit from excellent personal development opportunities and we can offer the chance to undertake fully paid training or study.

CBM UK's main office is in central Cambridge. We have a wonderful and accessible modern office building which is located nearby to Stourbridge Common and the River Cam.

Respect and compassion are at the heart of all that we do, and this reflects in our culture. We are an organisation based on Christian values, welcoming staff of all faiths and none. It's the basis of why we do what we do, striving to build a just and equitable world in which all people are included, loved, valued, and respected. We do not proselytise, and we work with partners of all faiths and none, according to the greatest need.

We are part of the UK Government Disability Confident Scheme as a Disability Confident Employer. We are working towards moving to the highest Disability Confident Scheme level of Disability Confident Leader.

Disability Confident organisations play a leading role in changing attitudes for the better. They're changing behaviour and cultures in their own businesses, networks and communities, and reaping the benefits of inclusive recruitment practices.

Who we are

For over 115 years, CBM has been transforming lives around the world. We work with local partners, making sure people with disabilities in some of the world's poorest communities have access to healthcare, education and a future when they can thrive. And when a disaster strikes, we're there providing emergency relief and support to people with disabilities and helping communities recover and rebuild.

With 40 UK staff, we're part of a Global Federation working in 26 countries. This is a truly exciting time to join us as we embark on an ambitious new strategy, as we fight to end the cycle of poverty and disability.

Our Vision & Values

Our vision is an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

We Champion Inclusion

We challenge discrimination and embrace diversity. We work with people of all faiths and none and we strive to build a just and equitable world in which all people are included, loved, valued and respected.

We Strive for Justice

We challenge injustice and equip others to exercise their rights. We serve with compassion those in greatest need, regardless of race, gender, age or religious belief.

We Pursue Excellence

We creatively innovate and pursue continual improvement so that we can maximise our impact and bring about tangible change in the lives of those others leave behind.

We Embrace Partnership

We can achieve more when we work with others. We learn together with our partners, communicate respectfully and honestly, and we value everyone's unique contribution.

We Live with Integrity

We live responsibly and with honesty.



About the role

Place of work	Munro House, Mercers Row, Cambridge, CB5 8HY Or , alternatively, the post holder can be based at CBC House, 24 Canning Street, Edinburgh , EH3 8EG With up to 50% working from home option.
Starting salary	£28,290 to £30,020 depending on experience (this will be pro-rata if any part-time hours were agreed).
Contract type	37.5 hours per week full time
Reports to	Head of Programme Funding

Summary

An exciting opportunity to use your excellent administrative skills to make a real difference, working with passionate inspiring people in the UK and internationally to bring about a more inclusive world. This role would enable you to get involved in designing and presenting new projects from livelihoods to mental health, from Nigeria to Nepal. No need for experience in international development, or even the charity sector; the main thing is to have experience in office / project administration, excellent organisational skills and attention to detail, and to be willing to learn and contribute.

Purpose

To provide administrative support to the CBM UK Programme Development Department, especially to its Programme Funding team; enabling efficient management of stakeholder relationships and submission of quality proposals to institutional donors. This support will contribute to the funding and effective delivery of disability-inclusive development and humanitarian programmes in Low and Middle Income Countries (LMICs).

Key Responsibilities

Reporting to the Head of Programme Funding, the majority of the Programme Officer's time will be spent supporting the Programme Funding team, which is part of the Programme Development (PD) Department.

Programme Funding, Programme Finance and Programme Management work very closely together as the PD Department, covering the whole Project Cycle including design, contracting, implementation, monitoring and evaluation. As well as supporting Programme Funding (75-80% of the role), you will also support smooth running of other aspects of the PD Department (20-25%). To represent the latter, there is a 'dotted line' of reporting from the Programme Officer to both the Head of Programmes and the Director of Programme Impact. Full induction and internal training on all CBM UK-specific tasks, systems and processes will be provided.

Programme Funding Support (75-80%)

- Support scanning for suitable **new funding opportunities**, and create clear summaries of donor requirements.
- Keep the Programme Funding team, and each proposal development team¹, **highly organised**, enabling efficient progress towards a submission deadline. This is likely to include:
 - Real-time information management; clear filing, version control and communication
 - Tracking progress against agreed actions; following up with reminders
 - Using checklists to ensure all important steps are followed
 - Facilitating adaptations to the proposal development plan
 - Creating user-friendly templates and guidance
 - Making arrangements for meetings
 - Coordinating review processes.
- Provide practical **administrative support to proposal development and stakeholder relationship-building**, including:
 - Online research about donor / geography / technical area / partners / competitors
 - Formatting, proof-reading and/or editing to fit prescribed word / character limits
 - Creation of tables, graphics, references from supplied data
 - Checking compliance against donor requirements
 - Arranging, recording and following up on meetings.
- Data management: Update and maintain Project Management System 'Global Online' with information relating to funding proposals, projects, donors and consortium partners (both current and prospective) – everything required prior to handover to Programme Management team for donor contract negotiations.
- Support efficiency and effectiveness of the Programme Funding Team through continual maintenance of and improvements to Programme Funding **systems and processes**, e.g. updating a proposal resource library.
- Manage provision of **compliance information** for due diligence processes and proposals as required by donors or consortium leads. Provide this service for other CBM UK teams as well as for the Programme Funding team, as required.
- Carry out **other duties** as required by the Head of Programme Funding, including support for internal reporting.

Programme Development (PD) Department support (20-25%)

- Make arrangements for **events** such as internal and external meetings (including recording actions / minutes, and providing for any accessibility requirements), training courses and team building, regular learning sessions, team travel (including bookings and expenses) and occasional international workshops (mostly online).

¹ For each funding proposal, a proposal development team is formed. This usually consists of people from CBM UK, the CBM Global Country Team where the project will be delivered, a CBM Global Technical Team, and one or more local implementing partners (e.g. Community Based Organisations).

- Lead on **knowledge management** for Programme Development (PD) Department including updating PD Handbook and maintaining MS Teams site.
- Support the Director of Programme Impact and Head of Programmes with internal **reporting** processes; sourcing and collating information.
- Facilitate responses to enquiries about CBM programmes from the public or other teams, and facilitate **communication** with other CBM UK departments.
- Carry out **other duties** as required by the Director of Programme Impact, or Head of Programmes, including providing 'surge support' to Programme Managers. This could include:
 - Practical support for adaptation to new or improved systems / processes
 - Preparing materials for presentations or papers for meetings
 - Collating information for annual budgeting or project portfolio allocations
 - Scheduling and calendar management.

Other

- Work with other teams to maximise cross fertilisation opportunities and integrated working.
- Help develop a culture of enthusiasm and success, reflecting the ambitions of CBM UK.
- Play an active role across CBM UK, promoting positive working and innovation. Cross-team 'Champions' groups are one way to do this, e.g. current groups focus on Diversity, Equity & Inclusion; Wellbeing; Safeguarding; Innovation. The social committee is another option.
- Ensure that the values of CBM UK are understood by external partners and always reflected in communications.

Person specification

Skills/Competencies/Personal Qualities	
Essential	Desirable
Excellent administration and organisational skills, demonstrating strong attention to detail, efficiency and effectiveness.	
Excellent written and verbal communication skills in English.	
Demonstrable interpersonal skills that build consensus and partnership working.	Understanding of international development theory and practice.
Effective use of IT including MS Office (Outlook, Excel, Word, PowerPoint) and databases.	Advanced competency with Excel, including use of a wide range of formulae.
Able to manage and deliver multiple tasks under pressure.	
Able to analyse systems and processes to identify problem areas and propose improvements and solutions.	
Fully committed to the core values and vision of CBM UK.	
Sensitivity to working within a Christian framework.	
<i>If based in Scotland:</i> Ability and willingness to undertake occasional travel to Cambridge for an event or training.	Ability and willingness to undertake occasional travel e.g. to London or internationally for an event or training.
Experience and knowledge	
Essential	Desirable
Experience providing administrative support to a team in an office environment, managing your own time.	Financially literate with experience of managing financial monitoring and reporting of project budget.
Experience of understanding and effectively using systems for project, operations and / or financial management.	Experience of working cross-culturally, especially with people in Africa or Asia.
Experience of working in a multi-disciplinary team, both directly and remotely.	Experience of working in the disability field, or with people with disabilities.
	Experience of working on institutionally funded proposals and / or projects, preferably for funders such as FCDO, Scottish Government.
Qualifications, training, and education	
Essential	Desirable
Three 'A' levels (A-C grades) or similar level (e.g. SQA, HNC), or above.	Training in use of IT packages / project management / administration.
	Degree or Diploma in International Development or Relations, or a related discipline, grade 2:2 or higher.

Employee Benefits

- Agile working for all staff members which includes options for flexible working hours and up to 50% working from home for most roles.
- Wonderful modern offices, which are fully accessible.
- All full-time employees are entitled to 25 days' holiday per year in addition to UK public holidays.
- Option to buy extra annual leave.
- CBM places an emphasis on professional development and training for its employees in order to enable them to fulfil their roles. We encourage staff to further their skills and careers and, where appropriate, may support access to study and training opportunities..
- Competitive salaries within the sector. We regularly review salaries to attract, develop, motivate and retain the appropriate calibre of employees.
- We offer a generous pension plan with employer contribution of up to 5%. With the option of salary exchange.
- Group Life Insurance for all employees, which is equivalent to 2 x your annual salary.
- Yu-Life (employee wellbeing app).
- Our Wellbeing Working Group actively supports mental health and wellbeing in the office. We also offer a free Lifestyle Counselling Helpline & Online Support Service
- Bike to work scheme

Diversity and Safeguarding

Everyone has the right to be treated with consideration and respect. CBM UK is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual.

CBM UK aims to ensure that all staff, volunteers, supporters, partners, contractors, and the general public are treated fairly. This will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race, including colour, nationality, ethnicity, or national origin, disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

All roles within CBM UK are required to actively respect, support and promote the safeguarding of all children and adults who come in contact with our organisation, including our beneficiaries, partners, staff and volunteers, ensuring policies and procedures are followed and observed at all times.

Employment Checks

We are unable to provide sponsorship for this post. All offers of employment are made subject to proof of eligibility to work in the UK, proof of residency and satisfactory employment screening, and three references satisfactory to CBM UK and a DBS Check.

Use of Curriculum Vitae

Our policy is to recruit and employ our employees on the basis of their suitability for the work to be done. An application form allows us to compare individuals based on like for like information and as such your CV should be accompanied by a completed application.

Shortlisting and Interviews

All applications are subject to our shortlisting process. If you are shortlisted we will contact you and invite you to attend an interview. You will also be advised at this point if there will be any skills tasks to complete as part of the recruitment process.

How to apply

More information about CBM can be found by visiting our [website](#). We are happy to answer any questions you may have. Please [email](#) our Recruitment Team or call us on 01223 484700.

Application forms can be [downloaded from our website](#). Please email your completed form and Curriculum Vitae to recruitment@cbmuk.org.uk

Closing date for the receipt of applications is 9am on 6 May. Interviews are likely to be held week commencing 12 May.

We look forward to receiving your application.

