

TEARFUND JOB PROFILE

ROLE	DMT VOLUNTARY PROJECT SUPPORT OFFICER
PROGRAMME	NORTH SUDAN PROGRAMME HAITI PROGRAMME SOUTH SUDAN PROGRAMME
LOCATION	Various as indicated above
DATE REVIEWED	22-12-09

PART 1 – JOB DESCRIPTION

1. MAIN PURPOSE OF JOB

To support the Area Coordinator in high quality project delivery, representation at relevant interagency and sectoral meetings, and in the facilitation of effective grant management.

2. LINE MANAGEMENT / POSITION IN ORGANISATION

- May deputise for Area Coordinator [AC] for short term cover
- Closely co-ordinates with Sector Managers
- Line manager: AC

3. DUTIES AND KEY RESPONSIBILITIES

The percentage figures shown against each heading are only intended to convey a rough idea of the relative size of the various areas within the overall job.

Project Cycle Management (30%)

- Provide support to the AC in writing progress reports and communications materials for institutional donors (bilateral and UN), private donors and Head Office, ensuring that content and presentation is to a high standard, fulfils required formats and submission deadlines are met.
- Support the AC in proposal development ensuring content and presentation is of a high quality.
- Ensure that the AC and Project Managers are provided with relevant grant information on a timely basis and understand their commitments
- Support the AC and Project Managers in the implementation and documentation of participatory needs / capacities & vulnerability assessments and baselines, situation analyses and regular monitoring

Good Practice, Quality Standards and Institutional Learning (30%)

- Facilitate, participate in and document project reviews and evaluations and ensure learning is understood and disseminated to Project Managers.
- Promote and encourage an openness to learning from staff, and help identify case studies / issues from project experience for analysis, dialogue and possible incorporation into emerging best practice and policy formulation.

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- Ensure projects are implemented in accordance with Tearfund quality standards. Reviewing and monitoring progress against the quality standards framework.
- Lead and manage the Beneficiary Accountability Officer [BAO] providing proper supervision, guidance and mentoring to ensure effective performance and compliance with Tearfund strategy and procedures.
- Ensure that Sphere, RCCC and other international standards are incorporated into design and implementation efforts.

External Relationships / Representation (15%)

- Work, as delegated by the AC, with other agencies to build greater local community acceptance of Tearfund and other humanitarian assistance agencies in the project area.
- Support the AC in representation of Tearfund at relevant inter-agency coordination, government and donor meetings as required to ensure positive working relationships for Tearfund.

Human Resource Management (10%)

- As part of the programme management team, promote conditions for effective teamwork and commitment to Tearfund's values and operating principles.
- Ensure that regular performance appraisals are conducted for the BAO, including formal appraisals every six months and encouragement of development through the Personal Development Plan.

Corporate Policies, Management Systems and Procedures (5%)

- Contribute towards promoting and adhering to Tearfund's Purpose, Basis of Faith, Core Values and Operating Principles.

Programme Strategy and Planning (5%)

- Support the Area Coordinator to ensure the programme's mission, purpose, strategic goals and programme objectives are communicated amongst programme staff to create mutual understanding and ownership.

Spiritual Leadership (5%)

- Lead and participate in spiritual sessions of worship, prayer, teaching and reflection and be committed to the outworking of Tearfund's Missions, Values and Beliefs Statement.
- Attendance at regular team devotions, away days and retreats.
- Responsible for maintaining your own spiritual development.
- To be committed to actively working and living in accordance with Tearfund's evangelical Christian beliefs.

In countries where Tearfund needs to employ non-Christian staff, special care will need to be taken to ensure that non-Christian staff are not alienated.

The post-holder will, at all times, carry out his/her responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.

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INFORMATION FOR APPLICANTS

- Tearfund seek as an organisation to be committed to Christ in all we are and all we do.
- Staff members need to be committed to Tearfund's ethos of professional excellence and spiritual passion.
- It is important that we are committed to relationships by following biblical principles and showing integrity in our dealings with each other.
- We seek as an organisation to be obedient to biblical teaching and evaluate our work and attitudes in line with biblical principles.
- An essential part of our working life is praying together as an organisation and as teams on a regular basis.
- All staff also take part in devotions, away days and retreats

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PART 2 – PERSON SPECIFICATION - PROJECT SUPPORT OFFICER

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree or equivalent qualification. 	<ul style="list-style-type: none"> • Masters Degree in International Development or equivalent
EXPERIENCE	<ul style="list-style-type: none"> • Some overseas experience. • Experience of leading and facilitating prayer and Bible study groups 	<ul style="list-style-type: none"> • People management experience. • Experience of project cycle management, especially donor reporting • Proposal development experience
SKILLS/ABILITIES	<ul style="list-style-type: none"> • Negotiation and representation skills • Analytical skills • Problem solving skills • Excellent written and verbal communication skills • Report writing skills • Ability to learn fast • Computer literate • Ability and commitment to apply biblical principles prayerfully within all aspects of the role 	<ul style="list-style-type: none"> • Conversational French for Haiti
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Committed evangelical Christian • Commitment to overseas relief work • Emotionally and spiritually mature • Team player • Understanding and sensitivity to cross cultural issues • Flexible and adaptable to ever changing environments • Ability to remain calm under pressure • Willingness to travel and live in basic conditions • Committed to an evangelical Christian church • An understanding of and a commitment to Tearfund’s Mission, Values and Beliefs Statement 	