



Job Description

Job Title:	Grant Funding and Programme Support Manager
Reporting to:	Chair of Maternity Worldwide
Job Purpose:	To provide management support for Maternity Worldwide in-country programmes To source programme funding from Foundations and Trusts
Hours:	Full time or part time considered The job will be split working between management for programme support and fundraising
Base:	Maternity Worldwide office in Brighton. Travel to meetings in London, or elsewhere in the UK, with occasional overseas travel is required as part of your employment with Maternity Worldwide.
Salary Range:	£27,000-£30,000 (pro rata)
Annual Leave:	25 days (pro rata)

Maternity Worldwide (MW) exists to help reduce the number of women dying or injured in childbirth. We are one of the UK's leading charities dedicated to saving lives in childbirth in developing countries.

Maternity Worldwide is a growing NGO with a core team of staff and volunteers. The organisation was started in 2002 and has grown both in income and in the size of programmes and number of women we are helping. You can read more about the organisation, our work and the issues around maternal mortality on our website www.maternityworldwide.org.

1. Programme & Research Support

- a) To lead on the development of detailed programme plans for country programmes and co-ordinate their implementation with in-country partners and country based programme managers, where in position.
- b) To support Maternity Worldwide staff and Board members for on-going programme work and the development of new programmatic activity within developing countries, utilising where appropriate the skills of third parties and developing partnership approaches.
- c) To collate monitoring data in liaison with in-country staff where relevant and write high quality timely reports for funders and the Maternity Worldwide Programme and Research Sub-groups and Board.
- d) To act as the key contact between our programme staff and volunteers in-country and ensures that any issues or risks are reported to the Maternity Worldwide Management Group and appropriate country Sub-group in a timely fashion.

- e) To network with existing and potential partners, funders and other stakeholders in the development and maternal health sector.
- f) To lead on the recruitment, preparation and support of in-country volunteers.
- g) To ensure effective dissemination of learning from our international projects to relevant partners and networks.

2. Fundraising from restricted funds

- a) To oversee Maternity Worldwide's rolling programme of applications to Trusts & Foundations and other restricted funds. This includes writing funding proposals/concept notes identified and prioritised by the MW three country specific Programme and Research Sub-groups.
- b) To liaise closely with members of the three country specific Programme and Research Sub-groups to elicit their input and comments for donor proposals and ensure these proposals are submitted according to donor deadlines.
- c) To liaise with individual funding bodies including on agreed reporting and monitoring.
- d) To update the existing Maternity Worldwide Foundation and Trust database every 2 months.
- e) To lead on the identification of new sources of funding including new Foundations & Trusts and other sources of restricted funding.
- f) To work in collaboration with the Board to review and revise where necessary strategy to maximise income generation and optimise delivery against Maternity Worldwide's objectives.

3. Strategic Planning

- a) In partnership with the Maternity Worldwide Chair and Board of Trustees, liaise with existing and future overseas branches of Maternity Worldwide to agree joint strategy and work plans.

4. Organisational Support

- a) To coordinate updating of the Maternity Worldwide Fundraising Strategy as required in relation to grant funding and to revise and update other Maternity Worldwide strategic and policy documents in relation to programmatic activity following agreement with Chair/Board.
- b) To work closely with Maternity Worldwide's Board Members and Sub-group members including attending the three country specific Programme and Research Sub-groups (evenings in Brighton/London).
- c) To provide support for the day to day activities for running MW as appropriate for working in a small team including support at key times to unrestricted fundraising and supporting general office functions when required.

5. Communication

- a) To update sections of the website and prepare updates for the newsletter and other documents relating specifically to programme & research and restricted funding.



6. Planning Work Objectives

- a) To prepare an annual work plan including objectives and linking in Maternity Worldwide's annual calendar of regular events and those outlined in the existing Foundations and Trust database.

The post holder will be expected to take part in continued professional development, creating their own personal development plan shortly after commencement of the post. This will be regularly reviewed by the Chair at one to one and appraisal meetings.

Limited funding is available for the post holder to spend on courses which are deemed to be suitable for continued professional development and in keeping with the post holder's personal development plan. Attendance and payment for courses will be subject to prior approval by Chair and Board.

To Apply

For an application form please visit our website www.maternityworldwide.org or email vacancies@maternityworldwide.org.

Please note no CVs will be accepted, a Maternity Worldwide application form must be submitted.

Maternity Worldwide is an equal opportunities employer. Please also complete and submit an equal opportunities form with your application, these will be analysed separately from your application and remain anonymous.

Completed applications are to be emailed to vacancies@maternityworldwide.org or posted to Maternity Worldwide, Community Base, 113 Queens Road, Brighton, BN1 3XG to arrive before the deadline.

Closing Date: Friday 6th June 2014 6pm

Interview Date: Friday 20th June 2014

Should you wish to discuss this role or if you have any questions please send your contact details to vacancies@maternityworldwide.org.



Person Specification

E = Essential D = Desirable

Qualifications

E	Degree level education	Application
D	Masters level qualification in international development or a related field or equivalent experience	Application

Experience

E	Experience of work in maternal health or international development	Application/Interview
D	Third sector experience	Application/Interview
E	Successful applications to trusts and foundations	Application/Interview
D	Reporting on projects funded by a major donor	Application/Interview
D	Worked on projects delivered in developing countries	Application/Interview

Skills

E	Strong project management skills including budgeting	Application/Interview
E	Computer literate	Application/Interview
E	Report writing	Application/Interview
E	High level written and verbal communication skills	Application/Interview
E	Can understand and collate monitoring and evaluation data	Application/Interview

Qualities

E	Highly organised	Application/Interview
E	Team player – can grow and maintain relationships with a variety of stakeholders	Application/Interview
E	Self starter – can work on own initiative	Application/Interview
E	Works under pressure to competing deadlines	Application/Interview
E	Ability to represent Maternity Worldwide in external fora	Application/Interview
E	Is able to travel abroad for work on occasion	Application/Interview