

Terms of Reference

CONSULTANCY TITLE:	Programme Funding Advisor
LOCATION:	London
DEPARTMENT:	Resource Development
RESPONSIBLE TO:	Director of Fundraising
DURATION:	Short-term consultancy: Up to 12 weeks (May - July 2017)

Purpose

To support the institutional fundraising efforts of HelpAge International's regional and country offices, across the programme funding cycle. The role will entail supporting colleagues in project design and proposal development, report writing, training and capacity building of staff and partners, and supporting proactive donor research. The role will predominantly focus on supporting our Asia-Pacific regional team, although this support may extend to our Africa and EurAsia Middle East regional teams as required.

Responsibilities and key tasks

- To work with the UK-based Resource Development Team, and with the staff of regional and country offices, to develop and implement funding plans and strategies to meet agreed funding needs
- Ensure that funding proposals and reports submitted to donors are of the highest quality and consistent with plans and capacities
- To facilitate input from and work collaboratively with technical and finance staff on the development of proposals, budgets and reports for submission to donors
- To disseminate information and provide guidance to relevant global teams on funding opportunities and donor compliance
- To liaise with Supporting Members of HelpAge International's Global Network through the provision of information and support to proposal development and report writing
- To monitor and support compliance with internal approval and quality control systems
- To contribute to the development and maintenance of grants management systems and systems to co-ordinate HelpAge International's fundraising activities
- To support the fundraising efforts of relevant regions/countries in the event of a rapid onset emergency
- To research and identify new donors and support the development of new funding relationships

Consultant specification

Essential

- A good understanding of international development and project planning and implementation
- Proven experience of preparing and presenting project proposals, and donor reports, and demonstrable experience of working with a range of institutional donors in both development and humanitarian contexts
- Experience of supporting the development and implementation of fundraising strategies and plans
- Experience of cross-cultural capacity building and training
- Proven analytical and research skills and the ability to think strategically in relation to funding
- Fluent in English with excellent written and verbal communication skills
- Able to work proactively and supportively within a team
- Able to manage and coordinate multiple and complex tasks and work under pressure in a deadline-focused environment
- Good word processing and spreadsheet skills
- A degree calibre level of education or equivalent in experience

Desirable

- Experience of supporting fundraising for humanitarian responses (rapid on-set or protracted crises)
- Experience working in Asia/supporting programmes implemented in Asia
- Experience working on European Commission and DFID funding
- Able to travel to, and work with, staff in HelpAge's overseas programmes, sometimes at short notice