

## **JOB DESCRIPTION**

<b>Job Title:</b>	Global Impact and Resourcing Officer
<b>Grade and salary:</b>	Band D, £30,626 gross per annum pro rata
<b>Location:</b>	HelpAge Secretariat, London
<b>Department:</b>	Strategic Accounts, Global Impact and Resourcing Department
<b>Responsible To:</b>	Strategic Accounts Manager
<b>Matrix Managed:</b>	Director of Global Impact and Resourcing
<b>Key Relationships:</b>	Internally, close working relationships Heads of Global Technical Unit, Humanitarian Team, Finance Team and regional and country offices. Externally, working relationships with key partners, affiliates and donors
<b>Contract:</b>	Permanent, full time (35 hours per week)

### **Background**

HelpAge International is an international NGO and the secretariat of a global network of over 120 network members working to support older people and promote their rights. HelpAge has four global hubs in Amman, Chiang Mai, London and Nairobi, implement programmes in 17 countries directly as well as supporting the work of network members in additional countries around the world.

HelpAge's goal is global change. We want a world where everyone, whatever their age, can say:

- I have the income I need
- I enjoy the best possible health and quality of life
- I am safe and secure, free from discrimination and abuse
- My voice is heard

The Global Impact Department drives the delivery of the organisation's programming work and includes the Global Technical Unit, which provides expert thematic support to regions, countries and network members, the Humanitarian Team, which leads our work responding to emergencies around the world.

### **Purpose of the job**

Within the Global Impact Department, the post holder will support the Director of Global Impact and Resourcing and Strategic Accounts Manager to manage supporting member relationships and high-risk contracts, monitor department budget and support organisational resource development initiatives, to operate efficiently in order to achieve HelpAge International's organisational priorities and policies.

### **Responsibilities**

#### *Resource Development:*

- Support Director of Global Impact and Resourcing to support funding members with monitoring of key donor accounts, tracking donor/members pipelines and co-financing commitments, troubleshoot issues and coordinate global, multi-country /regional opportunities and funding initiatives.
- Work with teams across the 5 hubs to coordinate resource development, donor reports and monitor contractual requirements.
- Work with GID staff, finance team and country and regional offices, to ensure information about new and ongoing opportunities are shared and coordinated across teams.
- Provide the Heads of teams with regular monitoring information on the financial and fundraising status.
- Support new business development through scanning for future fundraising opportunities, supporting development of concept notes and briefings.
- Support the strengthening of HelpAge's approach to commercial contracting, including identifying opportunities, mapping of existing commercial contracting work and coordinating lesson learning.

#### *Financial and contract monitoring and support:*

- Monitor high-risk contracts and produce monthly reports flagging any variances, using internal systems (Contract Management System, financial Planning Sheet and Management Accounts).
- In collaboration with GID colleagues and Finance team, prepare and monitor monthly salary allocation sheet.
- In collaboration with the Director, project managers and Finance team monitor the cost recovery for the Department and ensure that Financial Planning Sheet is up to date.
- Act as a Contract Management System focal person for the GID.
- In collaboration with the Director and International Accountant, ensure a comprehensive set of management accounts is prepared and monitored each month.
- Complete Management Indicator information each month.
- Working closely with Director, to prepare the annual GID budget.
- Liaise with the Finance team to produce financial reports, mid-year financial reviews and end of year accounts for GID.
- Liaise with GTU and HUT budget holders to ensure appropriate financial planning and monitoring and correct use of financial processes.

#### *Administration, Information sharing and communication:*

- Participate in monthly resource development calls and share monthly updates on strategic accounts.
- Support Director of Global Impact and Resourcing with administrative tasks which may include compiling reports, minutes of meetings, organization of meetings and travel.

### **Person specification**

#### *Essential*

- A degree-level education or equivalent work experience.
- Project management skills, including budget literacy.
- Experience of producing funding proposals to tight deadlines.
- High degree of numeracy including ability to review and analyse budgets.
- IT skills of a high standard (including WP, Excel and database).

- Strong communication and interpersonal skills: able to communicate and interact with a wide range of people and organisations at all levels with tact and diplomacy.
- Ability to maintain confidentiality in managing personal data.
- Flexible and strong team player.
- Able to manage and prioritise own workload to meet deadlines.
- Excellent command of written and spoken English.

*Desirable*

- Overseas and/or UK-based international development project experience.
- Experience of commercial contracting.
- Experience of working in a developing country.
- A second language relevant to HelpAge's work.